

Certum e-Delivery – User <u>Manual</u>





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1. Legal information

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2. Introduction

The **Certum e-Delivery** service enables the handling of registered electronic mail in accordance with the requirements of the Act of November 18, 2020, on electronic deliveries (Journal of Laws 2020, item 2320). This manual presents the options offered within the Certum e-Delivery service, demonstrates the functionalities and features of the mailbox, and focuses on guiding the User through the processes of: sending consignment (in three modes: registered, registered with confirmation, registered with e-signature), receiving consignment (in three modes), extending the tariff plan, inviting a user or authorizing them within the User's mailbox. Each event in the mailbox triggers appropriate notifications, referred to as alerts.

3. Requirements

The Certum e-Delivery service is supported by a web browser.

IMPORTANT INFORMATION!

Supported browsers are:

• Google Chrome

Additionally, to generate one-time tokens used for logging in, it is necessary to have a mobile device with Android or iOS and the SimplySign application.

4. Service activation

Activating the service requires identity verification using one of three methods:

- At a Partner Point through an in-person meeting.
- With the mObywatel application or e-ID used to confirm your identity.
- With a qualified electronic signature used to sign the application for mailbox creation (this method does not support one-time signatures).

Upon successful identity verification, an account is created in the Certum e-Delivery service. After account creation, the necessary activation details are sent to the email address provided during identity verification.

5. Logging into the Service

STEP 1: To log in to the service, go to the website: <u>https://edoreczenia.certum.pl</u>. After accessing the website, the login window will appear, where the User must enter their login (email) and password. It is also possible to switch the service language between Polish and English. After entering the correct username and password and clicking the "*Continue*" button, the next window will appear.

Log in	
E-MAIL	C Remember me
PASSWORD	
	274
Forgot password?	
Continue >	
© Asseco Data Syste	ems S.A. 2024

Figure 1: Logging into the Service – Step 1: Entering Username and Password.

STEP 2: In the next window, as shown below, the User must enter a one-time token (code) generated in the SimplySign mobile application.

	×a PL EM	N
< Return		
P S		
Enter the token		
from <u>the SimplySign mobile app</u>	licationn	
TOKEN		
123456	Log in	
© Asseco Data Systems S.A. 2	025	

Figure 1.1: Logging into the Service – Step 2: Entering the One-Time Token

STEP 3: After the User enters and confirms the correct token from the SimplySign mobile application, they will be logged into the Certum e-Delivery service. If the User has access to multiple mailboxes, a screen will appear where they must select the active mailbox.



Figure 1.2: Logging into the Service – Step 3: Selecting the Mailbox

Once the User has successfully logged into the mailbox, they will have access to the Panel, which allows them to manage the active mailbox. This is referred to as the "*Main Panel*" of the service.

e-Doręczenia		Q Search by consignment subject		(7) EN (6) ∺∺ &
Adam Nowak	Last sy	nchronization: 12:13 16 May 2025		1/1 🗘 < >
Change mailbox	🛛 All 1 🖂 Unread 1	⇔ Read 0		Show deleted consignments
Send a consignment	Jan Kowalski	consented consignment from Jan Kowalski		14 DNI 12:13 16 May 2025
🕞 Inbox 1				
Sent 1				
Drafts 2				
Pamouad 1 V				
Contacts 1				
>>> Mass consignments				
USING THE MAILBOX				
Skrzynka e-Doręczenia Premium				
Packages Remains 299				
<1% 28 KB OF 50 GB				
By using the product, you accept the Service Pol	licy and the Terms of Service. Read about the	m in the <u>Repositiony</u>		



The Main Panel of the Certum e-Delivery mailbox is divided into the following logical sections:

- 1. Consignment List.
- 2. Section for Changing the Active Mailbox.
- 3. Consignment Management Section, including:
 - 1. Creating consignment;
 - 2. List of received consignment;
 - 3. List of sent consignment;
 - 4. List of draft consignment;
 - 5. List of deleted consignment.
- 4. Tools Section, including:
 - 1. "Contacts";
 - 2. "Mass consignment".
- 5. A section showing the level of use of the box and the choice of tariff plan.
- 6. Section with auxiliary buttons:
 - 1. "Help";
 - 2. "Change language" refers to the language in which the Panel is displayed;
 - 3. "Settings";
 - 4. links to ,"Other Certum products";
 - 5. *"User*".
- 7. Consignment Finder.

The numerical labels in the illustration correspond to the sections described above.

e-Doręczenia	Q Search by consignment subject	🕤	0 IN (0) 28 &
Adam Nowak	C - C Last synchronization 12/13 Ki May 2025		1/1 🗘 < >
Charge malbox	∞ All 1 ⊠ Unread 1 @ Read 0		Show deleted consignment
Send a consignment	Jan Kowalski consented consignment from Jan Kowalski		14 DNI 12:13 16 May 2025
Sent 1	0		
Drafts 2			
TOOLS *			
Contacts			
E Mass consignments			
USING THE MAILBOX Skrzynka e-Doręczenia	·		
Packages Remains 299 <1% 28 KB OF 50 GB			



Section 2, which allows switching the active mailbox, contains additional hidden options. When the User clicks on this section, a dropdown window appears with mailbox details and available options. They are:

- mailbox information: name and status (active or inactive);
- ADE number with a quick copy option;
- mailbox owner details;
- status of correspondence with public institutions (enabled or disabled);
- number of received consignment,
- "Mailbox Settings" option;
- mailbox switch option;
- logout option.

e-Doręczenia	Q Search by co	nsignment subject	 (?) EN (©) 88 &
firmowa asseco AE :PL-71312-55342-ABCDE-33	MAILBOX INFORMATION firmowa asseco ACTIVE MAILBOX	tranization: 15:23 16 May 2025	1 - 13 / 13 🗘 < >
Send a consignment	ADE NUMBER AE:PL-71312-55342-ABCDE-33	Read 12	Show deleted consignments
Inbox 13	 Address not registered in BAE Consignments in mailbox: 13 	27 z potwierdzniem 27 tematttt	11:57 15 Apr 2025 11:51 15 Apr 2025
Sent 12	Settings Change mailbox (2 mailboxes) · Logout	a In body.txt	
Drafts 17		27 odrzucona	12:49 1 Apr 2025
Removed 6	AE:PL-85538-40717-WVSAV	4-27 temat tryb 1	12:46 1 Apr 2025
TOOLS	AE:PL-85538-40717-WVSAV	V-27 temat	12:44 1 Apr 2025
USING THE MAILBOX		B ™ body.txt	

Figure 4: Mailbox Management Panel.

6. "Settings"

When selecting the "*Settings*" option, the User is redirected to the "*Settings*" Panel, which is divided into the following tabs:

- "General";
- "Mailbox";
- "Users";
- "Notifications";

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- "Folders";
- *"Labels"*;
- "Rules";
- "Tariff Plan";
- "About application".

The following presented screen that will show when the option ,"Settings" is selected.

e-Doręczenia	Q Search by consignment subject	⑦ EN	08
Adam Nowak AE :PL-28449-25883-ROJHF-89 T Change malbox	← Settings		
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About application		
🕞 Inbox	General		
 Sent Drafts 	XA Language English ▼		
Removed	🛠 Tariff plan Skrzynka e-Doręczenia Premium		
TOOLS	Confirm opening of external links Require confirmation of opening external links each time		



6.1 "General" Tab

In the "General" tab, the following options are available:

- changing the language in which the Panel is displayed currently, Polish and English are available;
- information about the tariff plan assigned to the active mailbox;
- enabling/disabling the option to confirm each action of opening external links.

Below is the tab ,"General", which is the default tab when selecting the option ,"Settings".

e-Doręczenia	Q Search by consignment subject ··· · · · · · · · · · · · · · · · · ·
Adam Nowak AE:PL-28449-25883-R0JHF-89	← Settings
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About application
🖂 Inbox	General
⊳ Sent	The Learning Foulish y
Drafts	xA Language Chailinn -
Removed	🖋 Tariff plan Skrzynka e-Doręczenia Premium
	Confirm opening of external links Require confirmation of opening external links each time
(TOOLS) (R)	
USING THE MAILBOX	
By using the product, you accept the Service Po	sloy and the Terms of Service. Read about them in the <u>Reportion</u>



6.2 "Mailbox" Tab

In the "Mailbox" tab, the following information about the currently selected mailbox is presented. The following can be found here:

- mailbox name;
- mailbox status information, e.g., active, mailbox being closed
- mailbox owner details;
- ADE address of the active mailbox (with an automatic copy address option);
- information about any mailbox extension;
- purchase history;
- option to change the tariff plan;
- type of tariff plan;
- dates of the selected tariff plan duration;
- historical data about the tariff plan usage;
- data regarding mailbox usage.

If the mailbox limit is exceeded, the User will receive the following notification:

1	
1	
4	

Osiągnięcie limitu skrzynki

W dniu 2024.04.18 07:20:01+0000 przekroczono maksymalną pojemność dla skrzynki AE:PL-41067-18185-AFIVB-32. Możesz zmienić pakiet skrzynki na wyższy lub wykasować niepotrzebne wiadomości.

Uwaga!

Przekroczenie maksymalnej pojemności, powoduje że wysyłanie i odbieranie wiadomości od podmiotów niepublicznych będzie niemożliwe.

SKRZYNKA AE:PL-41067-18185-AFIVB-32

Figure 7: Notification of reaching the mailbox limit.

How to Change the tariff plan?

To change the subscription to another one, select the "*Change Subscription*" option, which is located below the active mailbox usage details.

← Set	tings							
General	Mailbox	Users	Notifications	Folders	Labels	Rules	Tariff plan	About application
Mailbox								
CURRENT MAILE	BOX - ACT	IVE						
🙎 Adam N	lowak							
CITIZEN								
AE:PL-2	0449-25803	3-ROJHF-6	89 📵					
SUBSCRIPTION	PLAN							
ACTIVE PLAN:								
+ Premium								
Skrzynka e-Doręc	zenia Premiun	n						
SINCE: 2025-05-1	2 08:33:14 (20	025-05-12 10	:33:14 GMT+02:00)					
UNTIL: 2028-05-1	1 22:00:00 (20)28-05-12 00:	:00:00 GMT+02:00)					
3 Purcha	se history							
MAILBOX USAGI	E							
Packages:			300					
Users:			1 of 50					
Phone numbers for Number of text mer	text message n	otification:	0 of 2					
Capacity:	ssayes.		0 KB of 50 GB					
<1%			50 GB					
Current para	ameters are	not enoug	h? Change su	bscription				
③ Purchase	e history							
PRESENT PLAN								
Premiur	n [459]							
Activation: 12	.05.2025 08:33	5:14 · Valid	ity: 11.05.2028 22:00:0	Details				
50 GB of spi	ace for consi	anments						
300 busines	s conignmen	its / per yea	ar					
50 users								
2 SMS numb	ers							
3000 5145 1	ouncauons							

Figure 8: Settings - "Mailbox" Tab.

If the current mailbox tariff plan is nearing its end, the User will receive a notification via email regarding the expiring plan and the date until the current plan is valid.

	ł

Powiadomienie o zbliżającym się obniżeniu abonamentu

Za 6 dni kończy się abonament skrzynki AE:PL-69356-99450-HVSDE-29. Przedłuż abonament, aby dalej korzystać z usługi płatnej.

SKRZYNKA AE:PL-69356-99450-HVSDE-29

Figure 9: Notification regarding the expiring active mailbox plan.

If the User does not take any action and does not purchase a new paid plan, the mailbox will switch to a free subscription.

ſ	
Н	

Powiadomienie o obniżeniu abonamentu

Abonament płatny skrzynki AE:PL-83884-31583-CUWWC-18 dobiegł końca. Skrzynka zostaje przełączona na abonament darmowy, z ograniczonym czasem przechowywania przesyłek i dostępem tylko dla właściciela skrzynki.

SKRZYNKA AE:PL-83884-31583-CUWWC-18

Figure 10: Notification of downgrading the mailbox subscription.

However, if the User decides to purchase a different tariff plan, selecting the *"Change Subscription"* option in *"Settings"* will redirect them to the *Certum store page*: <u>https://sklep.certum.pl/e-doreczenia-certum-przedluzenie-lub-zmiana-planu.html</u>. There, they can continue the process of purchasing a new plan for their mailbox.

	e-Doręcze zmiana pl	enia Certum: anu	Przedłużenie lub
	e-Doręczenia to odpowiedn Certum mobesz przedłużyć	tik listu poleconego w formie elektro olees wiizhości swojej skrzynki lub z	nicznej, Jeśli posładasz skrzynikę e-Doręczeń mienić swój plan na wyższy.
	Standard 10 cs ✓ 5 użytkowników 100 przesytek do ✓ firm i osób Rzycznych*	So cs So cyclex do fem i csob fizycznych*	
	*-do wyłoczystenia na każdy rok v Szczegóły planów i opis pro	vetnolici slezynti. oduktu	
>	plan taryfowy *	wybierz	
	wažność *		
	od 183.27 zł brutto	• 1 •	
	od 149,00 zł netto	zyka ajē	

Figure 11: Process of purchasing a new mailbox tariff plan.

If the User:

 has a Free mailbox without the free package for sending mail to non-public entities and individuals

OR

• has a Standard or Premium mailbox but wants to purchase additional mail,

They can do so via the following page: <u>https://sklep.certum.pl/e-doreczenia-przesylki.html</u>.

Below is the process of purchasing a mail package.



e-Doręc przesyło	zenia Certu ek	m - Pakiety	
Pakiet przesyłek do kw fizycznych.	alifikowanej usługi e-Doręczenia	Certum umożliwi Ci wysyłanie przesyłek o	do firm i osól
Aby móc skorzystać z	bakietów niezbędne jest posiadar	nie aktywnej skrzynki w usłudze e-Doręcz	enia Certum.
ilość przesyłek *	wybierz		
Liczba	 1 (•) 		
od 11,07 zł brutto od 9,00 zł netto			
🗁 Dodaj do	koszyka		

Figure 12: Mail package purchase process..

6.2.1 "Purchase History" Section

In this section, Users can find information about:

- "PastPlans";
- "Present Plans";
- "Upcoming Plans."

For each plan, details are provided regarding the service activation date, expiration date, and the tariff plan code.





This tab also allows expanding an additional settings panel by selecting "*Mailbox Actions*", It is located on the right side of the window view. To expand it, click on it.

You can find options such as:

- "Switch Name,"
- "Rename Name,"
- "Enable Correspondence with Public Institutions,"
- "Suspend Mailbox,"
- "Mailbox Usage Report,"
- "Purchase a New Mailbox,"
- "Close Mailbox."

NOTE

The ADE Owner role also has access to the "*Close Mailbox*" option. This allows Users to completely resign from the Certum e-Delivery service and PERMANENTLY close the selected mailbox.

NOTE: This action is irreversible. Once closed, the mailbox cannot be restored.

When the User selects this option, an email will be sent to the notification email address provided in the "*Settings*." The email will contain information about the initiation of the mailbox closure process, including the date when the User will completely lose access to the service. Additionally, another email will be sent with a link to download mail along with their proofs from the closing mailbox. The email will also specify the deadline for downloading the archived data.

Below is an example of the email received by the User upon the initiation of the mailbox closure process.

Powiadomienie o rozpoczęciu procesu zamykania abonamentu

Rozpoczęto proces archiwizacji przesyłek i zamykania skrzynki AE:PL-41067-18185-AFIVB-32. Wkrótce otrzymasz informację o możliwości pobrania archiwów przesyłek. Treści przesyłek nie będą dłużej dostępne na skrzynce. Za 3 dni (2024.04.23 22:00) utracisz również dostęp do archiwów przesyłek, oraz samej skrzynki.

SKRZYNKA AE:PL-41067-18185-AFIVB-32

Figure 14: Notification regarding the mailbox closure process.

Once the archiving process of mail is completed, the User will receive the following email containing a link to the archived data:



Powiadomienie o zarchiwizowaniu przesyłek skrzynki

Zakończono proces archiwizacji przesyłek ze skrzynki AE:PL-86374-64676-JEJUW-19. Treści przesyłek nie są już dostepne na skrzynce. Możesz je pobrać, wraz z dowodami ich przetwarznia, z następujących adresów <u>https://edoreczenia.dev.certum.pl/pxy?</u> <u>resource=https://pliki.edoreczenia.dev.certum.pl/AEPL-86374-64676-JEJUW-19/</u> <u>archive/CERTUM-MS-d917d8c2-6983-4652-8ab0-ce7099d99475-----CERTUM-MS-</u> <u>62c5d7fb-8b5b-4b41-84b9-5d46bc0e732c.zip</u> przez 20. Po tym czasie utracisz również dostęp do archiwów, oraz samej skrzynki.

DOWÓD

CONSIGNMENTS_CONTENT_ARCHIVE_EXPORTED : Zarchiwizowanie przesyłek skrzynki

DOWÓD POWSTAŁY: 2024.02.26 14:23:13+0100

PRZESYŁKA NADANA: null

-∃ OD (ADE): AE:PL-86374-64676-JEJUW-19

B DO (ADE):

Figure 15: Notification about the archiving of mail in the mailbox

e-Doręczenia	Q Search by consignment subject	() EN () 88
dam Nowak E:PL-28449-25883-R0JHF-89 🐌 nange malbox	← Settings	
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About application	
Inbox	Mailbox	Mailbox actions :
Sent	CURRENT MAILBOX · ACTIVE	Rename malibox
Drafts	& Adam Nowak	Enable correspondence with public institutions
Removed	AE:PL-28449-25883-R0JHF-09 💼	Suspend mailbox
	SUBSCRIPTION PLAN	Purchase a new mailbox 😢
	Premium	Close mailbox
	Skrzynka e-Doręczenia Premium SINCE: 2025.05.12 08:33:14 (2025.05.12:10:33:14 GMT+02:00)	
	UNTIL: 2028-05-11 22:00:00 (2028-05-12 00:00:00 GMT+02:00)	
OLS)	Purchase history	
ING THE MAILBOX		

Figure 16: Settings – "Mailbox" Tab – Option – "Mailbox Actions"

6.3 "Users" Tab

This tab contains information about the person currently logged into the account on the active mailbox, an option for inviting and authorizing users, as well as the ability to manage individuals using the mailbox.

← Set	ttings									
General	Mailbox	Users	Notifications	Folders	Labels	Rules	Tariff plan	About application		
Users current user & Adam Owner	ACTIVE Nowak	ık.ads@ma	ilinator.com							
+ INVITATIO	NS AND AUTHO	RIZATIONS		+ New perso	n					
USER	Q	101200013	ы оттро							
The list of use	rs is empty									
				Fig	gure 17	': Setti	ings – "Us	sers" Tab		

6.3.1 "Current User" Section

In the "*Current User*" section, information is displayed regarding the role of the logged-in user and the email address through which they were invited to the active mailbox.

Users
CURRENT USER · ACTIVE
Adam Nowak
Owner · adam.nowak.ads@mailinator.com

Figure 18: Settings – "Users" Tab – "Current User" Section

6.3.2 "Invitations and Authorizations" Section

This section displays information about individuals who have been invited under the "Users" section to manage the active mailbox.

Users can withdraw an invitation or check how many days remain for its acceptance.



Figure 19: Settings – "Users" Tab – "Invitations and Authorizations" Section.

A detailed guide on inviting and authorizing users to manage the mailbox is provided in the "Invitations and Authorizations" section.

6.3.3 "Users" Section

This section provides options for inviting and authorizing other users to fulfill selected roles within the active mailbox.

USER Q								
Jan Kowalski	Owner	ACTIVE	jan.kowalski.ads@mailinator.com	\$				
Figure 20: Settings – "Users" Tab – "Users" Section								

6.4 "Notifications" Tab

This tab allows users to add and remove channels through which notifications can be received. Notifications inform the user about events, updates, or necessary actions related to the mailbox.

Currently, notifications can only be set up through:

- e-mail address available in all plans,
- notification phone number (1) availability depends on the selected plan,
- notification phone number (2) availability depends on the selected plan.

(Set	ttings							
G	eneral	Mailbox	Users	Notifications	Folders	Labe	els Rules	Tariff plan	About application
No			0N2						
@	E-mail fo	or notification	s ada	m.nowak.ads@mailir	•	C			
1	Phone r notificat	number for tions [1]	Ente	er phone number	•	Û			
1	Phone r notificat	number for tions (2)	Enti	er phone number	Ø	0			
WH Rem	ICH NOT ember tha	IFICATIONS A	ARE TO BE	E ACTIVE? be turned off.					
2	When I	send	When I rec	ceive 🖾 Global	D)				
@	E-mail			2/7 notifications		0			

Figure 21: Settings – "Notifications" Tab

6.4.1 "Manner of Notification?" Section

In the "*E-mail for notification*" field, users must enter the email address where all notifications regarding the selected active mailbox will be sent.

	Notifications		
	MANNER OF NOTIFICATI	ON?	
	E-mail for notification:	s adam.nowak.ads@mail	in 🗸 D
Figure 2	2: Settinas – "Noti	fications" Tab – "No	tifications" Section
i igui e i	" E-mail j	for notification" Fie	ld
i igure i	" E-mail j	for notification" Fie	ld
i igui c i	" E-mail j	for notification" Fie	ld
I	Phone number for notifications [1]	for notification" Fiel	Id
I	Phone number for notifications [1]	for notification" Fiel	⊘ ⊕
- igure 2	" E-mail j Phone number for notifications [1] Phone number for notifications [2]	for notification" Fiel	⊘ o

Figure 23: Settings – "Notifications" Tab – "Notifications" Section – "Phone number for notification " Field.

To receive notifications via phone, the number must be entered as a 9-digit sequence, without the country code (e.g., +48). To confirm the entered data, select the "checkmark" icon. To delete the saved data, select the "trash bin" icon.

6.4.2 " Which notifications are to be active?" Section

This section categorizes notifications into three logical sub-tabs:

- "When I send";
- "When I receive";
- "Global".

Sub-tab - "When I send"

This section allows users to configure notifications related to sending mail.

To adjust selected notifications, click the gear icon – a window will appear, allowing you to enable/disable specific notifications.

WHICH NOTIFICATIONS AN Remember that some notification	RE TO BE ACTIVE?	
> When I send	When I receive Slobal	
@ E-mail	2/7 notifications	٥

Figure 24: Settings - Tab - "Notifications" - Sub-tab - "When I Send".

Some of them are default settings. They are set permanently and cannot be turned off. This is due to the regulations imposed on the e-Delivery service.

- Default notifications marked with a white background Figure 37: Sub-tab "When I Send" - checkbox - "Default Notifications".
- Optional notifications when enabled, are marked with a blue background **Figure 38**: *Sub-tab* - "When I Send" - checkbox - "Select Additional Notifications".
- For each group, the number of enabled notifications and the total number of possible notifications for that group are displayed next to each notification channel.

Available types of notifications related to sending consignment:

- "Acceptance of package sending";
- "Rejection of package sending";
- "Issuance of Confirmation of Sending";
- "Issuance of Confirmation of Receipt";
- "Download evidence of Expiration of time to accept/reject package";
- "Download evidence of Package delivery";
- "Download evidence of Package delivery error".

Below are the notifications that are set by default:

e-Doręczenia	Q Search by	consignment subject	 ⑦ EN ⑧ 器 ዿ
Adam Nowak AE :PL-28449-25883-R0JHF-89 Change malbox	Phone number for notifications [1]	Notifications to e-mail address	
Send a consignment	Phone number for notifications (2)	Acceptance of package sending Rejection of package sending Issuance of Confirmation of Sending Issuance of Confirmation of Receipt	
 Sent Drafts 	WHICH NOTIFICATIONS ARE T Remember that some notifications ca	Download evidence of Expiration of time to accept/reject package Download evidence of Package delivery Download evidence of Package delivery	
Removed	When I send K Hen	Cancel Save	
TOOLS (A) USING THE MAILBOX (A) By using the product, you accept the Service	Folicy and the Terms of Service. Read about them	in the <u>Beneditary</u>	

Figure 25: Settings - Tab - "Notifications" - Sub-tab - "When I Send" - checkbox - "Default Notifications".

Below are the notifications that have been additionally selected, in addition to the default settings:

e-Doręczenia	Q Search by	consignment subject		(?) EN	0	88	
Paweł Wojta AE : PL-85538-48717-WVSAW-27 Change mailbox (2)	Phone number for noti	Notifications to e-mail address					
Send a consignment	Phone number for noti	Rejection of package sending Issuance of Confirmation of Sending Issuance of Confirmation of Receipt					
Sent 27	WHICH NOTIFICATIONS AI Remember that some notificatio	Issuance of Conimination of receipt Download evidence of Expiration of time to accept/reject package Download evidence of Package delivery					
Removed 8	> When I send	Download evidence of Package delivery error Cancel Save					
TOOLS R							

Figure 26: Settings - Tab - "Notifications" - Sub-tab - "When I Send" - checkbox - "Select Additional Notifications".

Sub-tab - "When I Receive"

This section sets notifications related to receiving mail. To set the selected notifications, click the gear icon – a window will appear allowing you to enable/disable specific notifications.



Figure 27: Settings - Tab - "Notifications" - Sub-tab - "When I Receive".

Some of them are default settings. They are set permanently and cannot be turned off. This is due to the regulations imposed on the e-Delivery service.

- Default notifications marked with a white background Figure 40: Sub-tab "When I Receive" checkbox "Default Notifications".
- Optional notifications when enabled, are marked with a blue background **Figure 41**: *Sub-tab* - "When I Receive" - checkbox - "Select Additional Notifications".
- For each group, the number of enabled notifications and the total number of possible notifications for that group are displayed next to each notification channel.

The available types of notifications related to receiving mail are:

- "Receipt acceptance required";
- "Acceptance of pre-delivery note";
- "Rejection of pre-delivery note";
- "Expiration of time to accept/reject package";
- "Remove package";
- "Notification of readiness of package receipt";

- "Delivery of the package";
- "Package delivery error";

Below are the notifications that are set by default:

e-Doręczenia	Q Search by		0	EN 🎯	88	8	
Adam Nowak AE:PL-2849-25883-R0JHF-89 T Change malbox	Phone number for notifications [1]	Notifications to e-mail address					
Send a consignment		Acceptance of pre-delivery note					
	Phone number for	Rejection of pre-delivery note					
Dinbox	notifications [2]	 Expiration of time to accept/reject package 					
> Sent		Remove package					
	WHICH NOTIFICATIONS ARE T	 Notification of readiness of package receipt 					
Drafts	Remember that some notifications ca	Delivery of the package					
Removed	> When I send	Package delivery error					
	@ E-mail	Cancel Save					
TOOLS							
USING THE MAILBOX							
By using the product, you accept the Service							

Figure 28: Settings - Tab - "Notifications" - Sub-tab - "When I Receive" - Default notifications".

Below are the notifications that have been additionally selected, in addition to the default settings:

e-Doręczeni	а	Q Search by	consignment subject ··· ⑦ EN ⑦ EB &
Paweł Wojta AE :PL-85538-48717-WVSAW-21 Change malibox [2]		Phone number for noti	Notifications to e-mail address
Send a consignm	ent	Phone number for noti	Acceptance of pre-delivery note Rejection of pre-delivery note
🔛 Inbox	5		Expiration of time to accept/reject package
> Sent	27	WHICH NOTIFICATIONS AI	Arenove package Votification of readiness of package receipt
Drafts	15	S When I cand	Delivery of the package
C Removed	8	8 When i send	Package delivery error
		@ E-mail	Cancel
TOOLS	(*)-		
USING THE MAILBOX	*		

Figure 29: Settings - Tab - "Notifications" - Sub-tab - "When I Receive" - checkbox - "Select Additional Notifications".

"Global" Sub-tab -

This section sets the global notifications associated with the active mailbox.

To set the selected notifications, click the gear icon – a window will appear allowing you to enable/disable specific notifications.

WHICH NOTIFICA	TIONS ARE TO BE ACTIVE?	
Remember that some	e notifications cannot be turned off.	
> When I send	🖂 When I receive 🔽 Global	
(CO E-Mail	12/18 notifications	\$
	Figure 30: Settings - Tab - "Notifications" - Sub-tab - "Global."	

Some of them are default settings. They are set permanently and cannot be turned off. This is due to the regulations imposed on the e-Delivery service.

- Default notifications marked with a white background Figure 43: Sub-tab "Global" checkbox "Default notifications."
- Optional notifications when enabled, are marked with a blue background **Figure 44**: *Sub-tab* - "Global" - checkbox - "Select Additional Notifications."
- For each group, the number of enabled notifications and the total number of possible notifications for that group are displayed next to each notification channel.

There are possible types of global notifications for the mailbox:

- "Notification email address change";
- "Notification phone number change";
- "Notify about change privilege";

- "Notification of completion of mail export";
- "Notify about consignments content exported";
- "Authorize user";
- "Mailbox invitation expiration";
- "Mailbox has been closed";
- "Notify about mailbox closure process beginning";
- "Notify about upcoming subscription expiry";
- "Subscription downgrade";
- "Notify about upcoming subscription downgrade";
- "Notify about mailbox name change";
- "Notify about mailbox policy updated";
- "The 4 GB limit for the mailbox has been exceeded";
- "The 4 GB limit for the mailbox has been reached";
- "Notify about suspend privilege";
- "Notify about unsuspend privilege".

💎 e-Doręczenia () EN () #8 8 Notifications to e-mail address ✓ Notification email address change Adam Nowak AE:PL-28449-25883-ROJHF-09 ✓ Notification phone number change Phone number for notifications [1] Change mailbox Notify about change privilege ✓ SETTINGS.NOTIFICATIONS.EVENTS.CONSIGNMENTS_CONTENT_ARCHIVE_I Notify about consignments content exported Authorize user Mailbox invitation expiration > Sent WHICH NOTIFICATIONS ARE T 🗸 Mailbox has been closed Drafts ✓ Notify about mailbox closure process beginning Notify about upcoming subscription expiry Removed > When I send 😡 When ✓ Subscription downgrade Notify about upcoming subscription downgrade @ E-mail Cancel USING THE MAILBOX

Below are the notifications that are set by default:

Figure 31: Settings - Tab - "Notifications" - Sub-tab - "Global" - checkbox - "Default Notifications".

Below are the notifications that have been additionally selected, in addition to the default settings:



Figure 32: Settings - Tab - "Notifications" - Sub-tab - "Global" - checkbox - "Select Additional Notifications".

6.5 "Folders" Tab.

STEP 1: In the *"Folders*" tab it is possible to manage additional folders. To create an additional folder by which to further segregate mail, select the option *"Add folder"* in the section above.

← Set	ttings							
General	Mailbox	Users	Notifications	Folders	Labels	Rules	Tariff plan	About application
Folders								
③ See also	: Consignmer	nt rules						
🗅 + Add	folder							
= personal					4			
🗅 + Add	folder							

Figure 33: Settings - Folder creation - step 1.

STEP 2: Enter the selected folder name. To create a new folder that will be visible in the folder list, select the option "*Add*".

e-Doręczer	nia	Q Search by con		0	EN	0	88	8		
firmowa asseco AE :PL-71312-55342-ABCDE- Change malibox [2]	33 💼	← Settings								
Send a consign	ment	General Mailbox Us	Add folder		About application					
			Name *							
lnbox	13	Folders	Folder name							
🖻 Sent	12	See also: Consignment rules								
Drafts				Cancel Add						
Removed	6	🗅 + Add folder								
TOOLS		= urząd skarbowy		2 - 0						
USING THE MAILBOX		≡ asseco								
By using the product, you accep										

Figure 33.1: Settings - Folder creation - step 2.

STEP 3: At this point, the list shows the folder created in the earlier steps of the instruction.

Subsequent additional options are available for the created folder:

- the "Rename folder" option;
- the "Search" option;
- the "*Remove folder*" option.

e-Doręczenia	Q Search by consignment subject		 0	EN	0	88	8
firmowa asseco AE:PL-71312-55342-ABCDE-33 Change maibox (2)	Folders						
Send a consignment	© See also: Consignment rules						
Inbox 13	🗅 + Add folder						
Sent 12							
Drafts 17	⇒ HR	2 🔿 🖻					
Removed 6	🕒 + Add folder						
TOOLS							
USING THE MAILBOX							



6.6 "Labels" Tab.

STEP 1: In the "*Labels*" tab, you can create labels that are used to mark mail so that you can find them more easily later. To add a new label, select "*Add Label*".

e-Doręczenia	Q Search by consignment subject	
Adam Nowak IE:PL-28449-25883-ROJHF-89 💿	← Settings	
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan Ab	out application
Inbox	Labels	
Sent	© See also Consignment rules	
Drafts		
emoved	🔊 + Add label	
)		
HE MAILBOX		
the product, you accept the Service P	olicy and the Terms of Service. Read about them in the <u>Repository</u>	

Figure 34: Settings - Label creation - step 1.

STEP 2: In the next window, enter the name of the label to be created. You can also set its background color and text color.

e-Doręczenia	Q Search by con	nsignment subject				() EN	0	# 2
Adam Nowak AE:PL-28449-25883-R0JHF-89	← Settings	Add label			utapplication			
Send a consignment		NAME *			acophication			
Dinbox	Labels	personal						
> Sent	See also Consignment rules	BACKGROUND COLOR	TEXT COLOR					
Drafts		personal						
C Removed	S + Add label		Cancel	Add				
TOOLS								
USING THE MAILBOX								
By using the product, you accept the Service F								
	Figur	e 34.1: Settinas	Label cre	ation - st	ep 2.			
STEP 3: After entering the name of the label and defining the colors of the background and text, select the "*Add*" option. The added label will appear on the labels list.

← S	ettir	ngs							
Genera	I M	lailbox	Users	Notifications	Folders	Labels	Rules	Tariff plan	About application
Labels									
(i) See a	also <mark>Co</mark> i	nsignment	rules						
• + A	dd Iab	el							
- pers	onal						2 0		
	dd lab	el							

Figure 34.2: Settings - Label creation - step 3.

6.7 "*Rules"* Tab.

STEP 1: In the "*Rules*" tab, you can see the active criteria based on which the mail will be sorted. To set active rules, you must first enter labels and/or folders. They are described in the sub-chapter above.

e-Doręczenia	Q Search by consignment subject	
am Nowak	← Settings	
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan	About application
Inbox	Consignment rules	
Sent	See also: Labels To add a new rule use the consignment search function	
Drafts		
Removed		
s		
THE MAILBOX		
g the product, you accept the Service Pc	licy and the Terms of Service. Read about them in the <u>Repository</u>	

Figure 35: Settings - Rule creation - step 1.

STEP 2: To set the appropriate rules for mail, click on the three dots in the search bar and additional options will expand. Select the "*Search consignment*" option.

e-Doręczenia		Advanced search				0	EN 🎯	888
firmowa asseco AE :PL-71312-55342-ABCDE-33 💿 🖡 Change malibox (2)	olde	SUBJECT:			Î			
Send a consignment	U See	SENDER:			8			
lnbox 13	⊡ +/							
Sent 12		RECIPIENT:				_		
Drafts 17	≡ HR	DATES SENT:	č _					
Removed 6								
		RECEIVED:	ē _					
TOOLS R USING THE MAILBOX		Cancel		Create rule	Search consignments			
By using the product, you accept the Service Policy	and the Term	s of Service. Read about them in the <u>Repository</u>						

Figure 36.1: Settings - Rule creation - step 2.

STEP 3: Then in the upper right corner you will see the option "*Create rule*". Select it to open the rule wizard.

e-Doręczen	ia	Q Search by consignmen	 () EN () III &			
firmowa asseco		Search results: 15 Consignments Char	nge criteria	Create a rule End search		
Change mailbox (2)		•	1 — 15 / 15 🔹 < >			
Send a consign	nent	Inbox AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Apr 2025		
Q Search results	Î	Inbox AE:PL-85538-40717-WVSAW-27	tematttt	11:51 15 Apr 2025		
lnbox	13		a 🔤 body.txt 🛛 🔁 🕶 CERTUM-EI-d6aad1b7-aa70			
🖻 Sent	12	Inbox AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025		
Drafts	17	Inbox				
TOOLS	6 *	AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025		
USING THE MAILBOX By using the product, you accept	the Service Polic	Inbox Inbox AE-DI_REG38_A0717_MA/CAM/_27 y and the Terms of Service. Read about them in the Repos	tamat Ilory	12- <i>8.8</i> 1 Apr 2025		

Figure 36.2: Settings - Create a rule - step 3.

STEP 4: In the next step, you can select the bar "*Add label*" and choose a label from the expanded list. To expand the list, select the "*label's*" icon.

e-Doręczeni	а		CREATE A RULE		⑦ EN 10€ 88 2
firmowa asseco AE : PL - 71312 - 55342 - ABCDE - 33 Change malibox [2]	•	Search re	Consignments that meets your search criteria ADD LABEL:		Create a rule End search
Send a consignm	ent	Remove D	PLACE IN FOLDER:	0	12:25 18 Mar 2024
Q Search results	19	D		D	15:56 15 Mar 2024
> Sent	12	Remove D	MARK AS READ		11:48 17 Jan 2024
Drafts	17	D	C ACTIVE RULE		11:16 17 Jan 2024
Removed TOOLS	6 *				*
USING THE MAILBOX	ne Service Policy	y and the Term	Cancel of Service: Read about them in the <u>Repository</u>	Save the rule	

Figure 36.3: Settings - Rule creation - step 4.

STEP 5: Then you can select the bar "*Place in folder*" and choose a folder from the expanded list. To expand the list, select the "*folder's*" icon.

e-Doręcze	nia		CRE/ Q Search	i	⑦ EN @9 88 &
firmowa asseco AE :PL-71312-55342-ABCDE Change mailbox (2)	-33 💽	Search re	Inbox HR	- 1	Create a rule End search 1−4/4 ♀ <
🛛 Send a consign	ment	Remove	•	Anuluj Select	12:25 18 Mar 2024
Q Search results		Remove			15:56 15 Mar 2024
lnbox	13	Remove			11:48 17 Jan 2024
🗩 Sent	12	Remove	MARK AS READ		
Drafts	17	D	C ACTIVE RULE		11:16 17 Jan 2024
P Removed	6 *				
TOOLS				Cauce the rule *	
USING THE MAILBOX			Cancel	Save the rule :	
By using the product, you acce			s of Service. Read about them in the <u>Repository</u>		

Figure 36.4: Settings - Rule creation - step 5.

STEP 6: To make a rule active, select the bar "*Active rule*" and in the field "*Name the rule*" select a name for the rule. After completing these steps, select "*Save the rule*".

e-Doręczenia		CREATE A RULE	() EN (8) 88 &
irmowa asseco IE :PL-71312-55342-ABCDE-33 Thange mailbox (2)	Searc	th n	Create a rule End search
Send a consignme	nt Rem	nove D	C3 12:25 18 Mar 2024
Q Search results	Rem	D MARK AS READ	15:56 15 Mar 2024
Inbox	13 Rem	D ACTIVE RULE *	11:48 17 Jan 2024
Drafts	17 Rem	rule HR D	11:16 17 Jan 2024
Removed	6 🗶		2
TOOLS	 	Cancel	Save the rule :

Figure 36.5: Settings - Rule creation - step 6a.

In addition to being able to save the rule, there is also an option to run it immediately. Click the three vertical dots on the "Save the rule" button and select the "Save and run the rule (works backwards)" option. The rule will be saved and run.

		CREATE A RULE	~ *	() EN (2) III 2
firmowa asseco	Search re			Create a rule End search
AE :PL-71312-55342-ABCDE-33 (Change mailbox [2]		PLACE IN FOLDER:		1-4/4 🗘 < >
Send a consignment	Remove	HR 🕲		
	D			12:25 18 Mar 2024
Q Search results	Remove	MARK AS READ		15:56 15 Mar 2024
Inbox 13	Remove	ACTIVE RULE		
Sent 12	D	NAME THE RULE *		11:48 17 Jan 2024
Drafts 17	Remove D	rule HR		11:16 17 Jan 2024
Removed 6			Save and run the rule (works backwards)	
TOOLS (R) USING THE MAILBOX (R)		Cancel	Save the rule :	

Figure 36.5: Settings - Rule creation - step 6b.

ATTENTION!

A minimum of one of the following options must be selected for a rule to be saved and run:

- add label,
- place in folder,
- mark as read.

If the User now goes to "*Settings*" and the tab "*Rules*," the rule created in the previous step will be shown. Next to the rule name, you can find the rule management panel.

It includes options such as:

- "Turn off rule";
- "Execute rule";
- "Settings";
- "Delete Rule."

e-Doręczer	nia	Q Search by consignment subject
firmowa asseco AE : PL-71312-55342-ABCDE- Change malibox [2]	E-33 💽	← Settings
Send a consign	nment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About application
🕞 Inbox	13	Consignment rules
> Sent	12	See also: Labels To add a new rule use the consignment search function
Drafts	17	= hr
Removed	6	
TOOLS	*	
USING THE MAILBOX		
By using the product, you accep	ept the Service P	olicy and the Terms of Service. Read about them in the <u>Repository</u>

Figure 37: Settings - "Rules" Tab - "Consignment Rule" option.

6.8 "Tariff plan" Tab.

This tab allows you to view information about the current tariff plan. Information such as the use of the available space limit and details of the selected plan are displayed. In addition, it is possible to go to the Certum store to change the selected tariff plan – the button "*Change plan*" is used for this. After selecting this option, you are taken to the Certum Store, where the User can continue the further process of purchasing the service.

← Se	ttings							
General	Mailbox	Users	Notifications	Folders	Labels	Rules	Tariff plan	About application
Tariff play Your Plan: Skrzynł	an ka e-Doi	ręczer	nia Premiur	m 🦲	Change pl	an		
	ACITY USE:		50					
О КВ			JU GB					
USE OF THE PL 1 USE / 1 Mass co Import c 300 pack Text con Infinity c Chang	ANS CAPABILITI 50 as part of rrespondence onsignments kages to com signment not onsignment s e plan	ES: the plan e panies tifications storage						
				Figu	re 38: <i>S</i>	etting	ıs - "Tarifj	f <i>Plan"</i> Tab.

6.9 "About application" Tab.

Here you can find information on the current version of the application, as well as the regulations of the privacy policy and e-Delivery service.

e-Doręczenia	Q Search by consignment subject						
Adam Nowak AE:PL-28449-25883-R0JHF-89 Change malbox	← Settings						
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About applica	tion					
🕞 Inbox	About application						
🖻 Sent							
Drafts	Version: 3.5.0						
C Removed	Terms and policy						
	Terms & Conditions for Certum eDelivery 2						
TOOLS	Privacy Policy 😢						
USING THE MAILBOX							
By using the product, you accept the Service Po	vicy and the Terms of Service. Read about them in the <u>Reportance</u>						

Figure 39: Settings - "About application" Tab.

7. "Tools" Bar.

The tools bar is located on the left side of the mailbox management panel.

It is a sliding bar that includes options such as:

- "Contacts",
- "Mass consignment".



7.1 "Contacts"

The "*Contacts*" option allows managing the User's address book. It is possible to add, delete and modify contacts. With this option, a search of the contact list is also available.

The contacts are divided into categories:

- "Public institution";
- "Institution or non-public company";
- "Individual";

e-Doręczenia		Q Search	by consignment subject				G) en	0	88	8	
← Contacts								ľ	lew c	ontact		:
All 2	tution 0	Institution or nor	n-public company 2 & Indi	ividual e								
Q Search by name, Taxpaye	r Identification N											
Name	NIP, REGO ≎ PESEL	N No. or	Address	ADE	с	hanged	¢					
Pagac LLC	796378115	3	Kilback Burg 26/25, Sparks, 17-160	AE:PL-61975-63843-IFNUD-17	b m	niesiąc temu		Q	2	Ø		
🔛 Janex	517035945	8	Dare Underpass 199/62, East Ay	AE:PL-81034-62865-HEFHH-21	2	miesiące temu		Q	2	۵		
			1-	-2/2 < >								
			F igure	A1. "Contrato"								

You can filter the contact list by contact type.

Figure 41: "Contacts."

7.1.1 Adding a contact automatically

STEP 1: To add a new contact to the address book, select "*Add contact*." A window will appear where you should select the type of contact and enter its data.

e-Doręczenia	Q Search by consignment subject		⑦ ₽N ® # &
← Contacts			New contact
All Public institution Institution or non-public cor	Add contact		
Q Search by name, Taxpayer Identification N	Search in online directory (BAE)	î	
Name C PESEL NIP, REGON No. or	Address or add manually:	Changed Q	
	Public institution Offices, services, inspections		
	Institution or non-public company Companies from the [KR5] and [CEIDG], foundations, professions of public trust		
	<u>a</u> Individual Citizens		
By using the product, you accept the Service Policy and the Termi of Service. Read about them in the	200Bory		

Figure 42: "Adding a contact automatically - Step 1."

STEP 2: If you add a contact from the "*Public institution*" or "*Institution or non-public company*" category, it is possible to automatically retrieve the data of this institution from the Database of Electronic Addresses (BAE) based on its registration number (REGON or NIP). In order to automatically retrieve the data of the added contact, enter its registration number and press the "*Search in online directory (BAE)* " button. In the case of the graphic below, the ADE address by which the system searched for the right person was given. To have the searched address automatically added to your contact list, just click on it.



Figure 43.1: "Adding a contact automatically - Step 2."

STEP 3: If the action is successful, a message will appear in the upper right corner stating "*Contact added*". The contact along with its retrieved data will be in the contact list.

e-Doręczenia	Q	Q Search by consignment subject					Contact add	ed			Close
← Contacts									New	contact	:
All 2											
Q Search by name, Taxpayer lo	Q Search by name, Taxpayer Identification N										
	NTD DECON No.										
Name 0	PESEL	Add	Iress	ADE	Chang	jed	¢				
🔛 Pagac LLC	7963781153	Kilbi	ack Burg 26/25, Sparks, 17-160	AE:PL-61975-63843-IFNUD-17	🗉 kilka se	ekund tem	u	Q	2	Ð	
🔛 Janex	5170359458	Dare	e Underpass 199/62, East Ay	AE:PL-81034-62865-HEFHH-21	2 mies	iące temu		Q	2	æ	
			1	-2/2 🔇 🏷							

Figure 43.2: "Adding a contact automatically - Step 3."

7.1.2 Adding a new contact manually

To add a new contact to the address book, select "*New contact*". A window will appear where you should select the type of contact and enter its data.

If you select "*Individual*," you must provide the following data (asterisks indicate mandatory fields):

- "Electronic Delivery Address (ADE)"*;
- "Contact name"*,
- "National Identification Number (PESEL)";
- "First name"*;
- "Last name";
- "Street";
- "House number";
- "Premises number";
- "Locality";
- "Postal code";
- "Post office";
- "Country";
- "Voivodeship";
- "E-mail address";
- "Description".

Below you can see the process of manually adding *Individuals* to contacts:

e-Doręczenia Q Search b			() EN (8) 88 &
← Contacts	Add contact		New contact
All 2 a Public institution Institution or non-	Citizens		
Q Search by name, Taxpayer Identification N	ELECTRONIC DELIVERY ADDRESS (ADE) *		
	e.g. AE:PL-00000-00000-AAAAA-00		
Name 0 PESEL	PLEASE ENTER YOUR CONTACT NAME *	ihanged 🗘	
	Add a note 🗸 🗸 🗸		
	No data		
	Cancel		

Figure 44: Adding a new contact manually - "Individual".

If you select an institution, you must provide the following data (asterisks indicate mandatory fields):

- "Electronic Delivery Address (ADE)"*;
- "Taxpayer Identification Number (NIP)";
- "Name"*;
- "Street";
- "House number";
- "Premises number";
- "Locality";
- "Postal code";
- "Post office";
- "Country";
- "Voivodeship";
- "E-mail address";
- "Description".

Below you can see the process of manually adding a "*Public institution*" to contacts:

Contexts			() en (s) #8 2
← Contacts	Add contact		New contact :
All 2 All 2 All 2	Public institution change Offices, services, inspections		
Q. Search by name, Taxpayer Identification N	ELECTRONIC DELIVERY ADDRESS (ADE) *		
	e.g. AE:PL-00000-00000-AAAAA-00		
Name C PESEL	PLEASE ENTER YOUR CONTACT NAME *	Thanged C	
	Add a note 🗸 🗸		
	DATA FROM THE ONLINE DIRECTORY (BAE)		
	Cancel		
By using the product, you accept the Service Policy and the Terms of Service. Read abo,			

Figure 45: Adding a new contact manually - "Public institution."

If you select a non-public institution, you must provide the following data (asterisks indicate mandatory fields):

- "Electronic Delivery Address (ADE)"*;
- "Taxpayer Identification Number (NIP)";
- "Name"*;
- "Street";
- "House number";
- "Premises number";
- "Locality";
- "Postal code";
- "Post office";
- "Country";
- "Voivodeship";
- "E-mail address";
- "Description".

Below you can see the process of manually adding a "*Institution or non-public company*" to contacts:

e-Doręczenia Q Search b			() en (9) 88 <u>8</u>
← Contacts	Add contact		New contact
All 2 (Public institution •) [] Institution or non-	Companies from the [KRS] and (CEIDG), foundations, professions of public trust		
Q Search by name, Taxpayer Identification N	ELECTRONIC DELIVERY ADDRESS (ADE) *		
	e.g. AE:PL-00000-00000-AAAAA-00		
Name O NIP, REGON No. or PESEL	PLEASE ENTER YOUR CONTACT NAME *	Thanged 🗘	
	Add a note		
	Cancel		
By using the product, you accept the Service Policy and the Terms of Service. Read abox			

Figure 46: "Adding a new contact manually – Non-public institution or company."

7.2 "Mass consignment"

This folder contains mail sent to more than one recipient.

Selecting a mass consignment takes you to the list of consignment sent within that mass consignment. The review and handling of individual consignment is the same as for a regular consignment sent. We treat each single consignment as a regular consignment. Mass consignment can be sent in three modes. Deleting one consignment sent as part of mass consignment does not delete the entire mass consignment – only the deleted item is affected.

e-Doręczenia	Q Search by consign	 ⑦ EN 🔞 III &		
Paweł Wojta AE:PL-85538-40717-WVSAW-27 Change malibox [2]	S Mass correspondence			
Send a consignment	□ • C :			1/1 🗘 < >
Inbox 5	To: 2 recipients	temat	CERTUM-E1-deedef55-6b9f	12:41 1 Apr 2025 >
Sent 27				
□ Drafte 15				
Contacts 2				
Mass consignments 1				
USING THE MAILBOX				
By using the product, you accept the Service P	olicy and the Terms of Service. Read about them in the	Repository		

Figure 47: Tools - "Mass consignment"

8. Actions for handling consignment

8.1 Action I: Receipt of consignment

STEP 1: To receive consignment, go to the "*Inbox*" folder and sort consignment accordingly. In this case, select the filter "*All*" above the list of consignment. New consignment should be downloaded automatically. In addition, you can manually download new consignment with the button "*Synchronize*" symbolized by an arrow. The time of receipt is also recorded for each consignment. It is located to the right of the consignment line.

e-Doręczenia	Q Search by consignment subject		⑦ EN ⑧ 88 ዿ
Adam Nowak	C v : C Les synchronization: 1286 16 May 2025		1/1 🗘 < >
Change malbox	All 1 🔺 Problems 0 💿 During sending 0 💿 Received 1 💿 Rejected 0		
Send a consignment	Jan Kowalski test consignment		12:06 16 May 2025
🕞 Inbox	bodytxt Dodytxt Dodytxt		
Sent 1			
Drafts			
Removed			
TOOLS			
Contacts 1			
Mass consignments			
USING THE MAILBOX			
By using the product, you accept the Service R	Rey and the Terms of Service. Read about them in the <u>Republicary</u>		
	Eiguro 19: Possint of consign	ment - sten 1	

Figure 48: *Receipt of consignment – step 1*.

STEP 2: Unread consignment is displayed in bold. To filter the view so that only consignment not yet received are shown, select the "*Unread*" filter above the list of consignment. Below you can see a consignment that has not yet been received:

e-Doręcze	nia	Q Search by consignme	nt subject	 ⑦ EN 🔞 🎛 🙎
firmowa asseco AE : PL-71312-55342-ABCDE	-33 💼	Last synchronization:	113 19 May 2025	1 - 13 / 13 🗘 < >
Change mailbox [2]		∞ All 13 🖂 Unread 2 🔒 Re	ad 11	Show deleted consignments
Send a consign	hment	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Apr 2025
🚨 Inbox	13	AE:PL-85538-40717-WVSAW-27	tematttt	11:51 15 Apr 2025
🗩 Sent	12		a body.txt CERTUM-EI-d6aadIb7-aa70	
Drafts	17	AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025
Removed	б	AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025
TOOLS	*	AE:PL-85538-40717-WVSAW-27	temat	12:44 1 Apr 2025
USING THE MAILBOX			a 🚥 body.txt 🚺 🕶 CERTUM-EI-deedef55-6b9f	

Figure 49.1: Receipt of consignment – step 2.

STEP 3: To receive the consignment, you need to enter it. After this action, the consignment is no longer available in the "*Unread*" filter and goes to the "*Read*" mail.

e-Doręczenia	Q Search by consignment subject	 ⑦ IN ⑧ ೫ ೭
Adam Nowak AE:PL-20449-25883-R0JHF-09	Last synchronization: 1266 66 May 2025	1/1 🗘 < >
	All 1 🛦 Problems 0 💿 During sending 0 📀 Received 1 🗢 Rejected 0	
	☐ Jan Kowalski test consignment ☐ Jan Kowalski test consignment ☐ Im body.txt ▶ ** test00001.pdf	12-06 16 May 2025
> Sent 1		
Drafts		
C Removed		
TOOLS		
Contacts 1		
>>> Mass consignments		
USING THE MAILBOX		
By using the product, you accept the Service Poli		

Figure 49.2: Receipt of consignment – step 3.

To filter the view so that only consignment received so far are shown, select the "*Read*" filter above the list of mail. Here you can find mail with the title "*Unread consignment*," which in the earlier steps of the instructions was received.

e-Doręczenia		Q Search by consignment subject		() EN (8) 88 2
Adam Nowak	🗆 👻 : 🕐 Last synchron	zetion: 1206 85 May 2025	1/1 🗘 < >	← 1/1 < >
Change malbox	All 1 🔺 Problems 0 🔘	During sending 0 🥏 Received 1 🗢 Rejected 0		CONSIGNMENT IDENTIFIER CERTUM-RS-14a2cabe-a843-48e6-bacf-199e8e769d91 test consignment
🕞 Inbox	Jan Kowalski	test consignment test consignment	12:06 16 May 2025	10: § Jan Kowalski sam: 10:06 16-05-2025 GMT+0 More details
Sent 1				See evidences Enable formatting
Drafts				test consignment
Removed				
				▶ res test00001.pdf
TOOLS				-> Forward
Contacts 1				
∑ Mass consignments				
USING THE MAILBOX				
By using the product, you accept the Service Poli	cy and the Terms of Service. Read about them in th	Repository		
		E		

Figure 50: "Read" Filter.

In addition, in the upper right corner of the list of mail there is a "*Show deleted consignment*" switch. It also allows you to view consignment that were previously deleted.

e-Doręcze	nia	Q Search by consignmen	nt subject		 ⑦ EN 🔞 🎛 2
firmowa asseco AE : PL-71312-55342-ABCDE	-33 💼	Last synchronization:	11:21 19 May 2025		1 - 20 / 20 🗘 < >
Change mailbox [2]		👓 All 20 🖂 Unread 3 🙆 Rea	ad 17		Show deleted consignments
Send a consignation	nment	AE:PL-85538-40717-WVSAW-27	ttile title		11:18 19 May 2025
lnbox	20		a 🚥 body.txt		
🖻 Sent	12	AE:PL-85538-40717-WVSAW-27	z potwierdzniem		11:57 15 Apr 2025
Drafts	17	AE:PL-85538-40717-WVSAW-27	tematttt		11:51 15 Apr 2025
Removed	6		a xr body.txt	CERTUM-E1-d6aad1b7-aa70	
		AE:PL-85538-40717-WVSAW-27	odrzucona		12:49 1 Apr 2025
TOOLS	*	AE:PL-85538-40717-WVSAW-27	temat tryb 1		12:46 1 Apr 2025
USING THE MAILBOX			a xr body.txt		

Figure 51: "Show deleted consignments" switch.

Modes of received consignment

Received consignment is divided into the following modes (types):

- "Registered";
- "Registered with confirmation";
- "Registered with e signature".

Depending on the type of consignment, the handling during collection varies. In the following sub-chapters, this issue is described in more detail.

NOTE:

Consignment with confirmation of receipt is not available to public recipients and senders.

8.1.1 Receiving consignment - "Registered" mode

This is the simplest type of consignment. Receipt of such consignment consists only of entering it in the consignment list. Its content will be downloaded automatically from the server. This process is described in the "Send a consignment" Action sub-chapter of this manual. Below you can see the consignment being decrypted during the receiving process:

e-Doręczen	ia	Q Search by consignmen	t subject		⑦ EN (\$) 88 &
firmowa asseco AE:PL-71312-55342-ABCDE-3	3 🗖	Last synchronization: 1126 19 May 2025		←	1/14 < >
Change mailbox (2)		∞ All 14 🖂 Unread 5 🔒 Rea	d 9	CONSIGNMENT IDENTIFIER CERTUM-MS-9d66ce2d-aeb	8-4e02-97e7-d8a3f67cf256 🝵
Send a consignn	nent 14	AE:PL-85538-40717-WVSAW-27	ttile title	FROM: AE:PL-85538-40717-WVS	AW-27 🐻
> Sent	12	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	ी see evidences	Enable formatting 💽
Drafts	17	AE:PL-85538-40717-WV\$AW-27	tematttt	a TXT body.txt	
Removed	6	AE:PL-85538-40717-WVSAW-27	odrzucona	← Reply → For	ward
TOOLS		AE:PL-85538-40717-WVSAW-27	temat tryb 1		
USING THE MAILBOX	*		a na body.txt		
By using the product, you accept	the Service Policy	and the Terms of Service. Read about them in the <u>Reposit</u>		•	

Figure 52: Receipt of "Registered" consignment.

8.1.2 Receiving consignment - "Registered with confirmation" mode

STEP 1: This is a type of consignment in which the recipient must confirm receipt. When you enter the selected consignment in the consignment list, you will be prompted to confirm receipt of the selected consignment. To do so, select "*Open consignment*".

e-Doręczenia		Q Search by consignment subject		⑦ EN ⑧ ೫ ዿ
Adam Nowak	Last sync	chronization: 12:13 16 May 2025	1/1 🗘 < >	← 1/1 < →
Change malbox	🗴 All 1 🛛 Unread 1	⇔ Read 0	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-396da989-c89f-414d-afdc-692199c47865
Send a consignment	Jan Kowalski	consented consignment from Jan Kowalski	14 DNI 12:13 16 May 2025	Consented consignment from Jan Kowalski rrom. §. Jan Kowalski sem: 10:13 16-05-2025 GMT+0 More details
Sent 1				🕥 see evidences
Drafts 2				
Demover 1 TOOLS (%)				This is a read confirmation consignment [pre-delivery notice] [Consented]
Contacts 1				There are 14 days left to read it After that, it will be opened automatically.
USING THE MAILBOX				G Open consignment
Skrzynka e-Doręczenia Change plan Premium				Reject the consignment and give a reason
Packages Remains 299 <1% 28 KB OF 50 GB				Learn more about consignments with pre-delivery notice
By using the product, you accept the Service Poli	icy and the Terms of Service. Read about them	in the <u>Repository</u>		

Figure 53: Receipt of "Registered with confirmation" consignment - step 1.

STEP 2: After confirmation of receipt, the contents of the consignment will be downloaded from the server. The consignment can also be rejected – this option is described in more detail in the sub-chapter on rejecting consignment.

e-Doręczenia		Q Search by consignment subject		() EN (8) 88 S
Adam Nowak	Last synchron	ization: 12:13 16 May 2025	1/1 🗘 < >	← 1/1 < >
Change mailbox	∞ All 1 🗵 Unread 1 😜	a Read 0	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-396da909-c89f-414d-afdc-692199c47865
Send a consignment		concented construment from the Vauralet	14 DMI 10/7 16 Mars 2025	consented consignment from Jan Kowalski
🚨 Inbox 1	Juli Kowulaki	consented consignment non-sen towerski	14.01 10 1983 2020	SENT: 10:13 16-05-2025 GMT+0 More details
🏷 Sent 1				ি see evidences
Drafts 2				
Demoved 1				This is a read confirmation consignment [pre-delivery notice] [Consented]
Contacts 1				CONSIGNMENT.VIEW.CONSENTED.CONSENT_PENDING.DESCRIPTION
>>> Mass consignments				Learn more about consignments with pre-delivery notice
USING THE MAILBOX				
Skrzynka e-Doręczenia Premium				
Packages Remains 299 <1%				
By using the product, you accept the Service Polic	cy and the Terms of Service. Read about them in th	e <u>Repository</u>		

Figure 54.1: Receipt of "Registered with confirmation" consignment - step 2.

8.1.3 Rejecting consignment - "*Registered with confirmation*" mode.

STEP 1: If the User wants to reject the mail, then they must select the option "*Reject the consignment and give a reason*".

e-Doręczenia		Q Search by consignment subject		() EN (8) 88 &
Adam Nowak	🗆 🖌 🗄 C Last sync	chronization: 1213 16 May 2025	1/1 🗢 < >	← 1/1 < →
Change malibox	🛛 All 1 🖂 Unread 1	G Read □	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-396da989-c89f-414d-afdc-692199c47865
Send a consignment	Jan Kowalski	consented consignment from Jan Kowalski	14 DNI 12:13 16 May 2025	consented consignment from Jan Kowalski rrow. g. Jan Kowalski sem: 10:13 16-05-2025 GMT+0 More details
Sent 1				🕲 see evidences
Drafts 2				
Damouari TOOLS V				This is a read confirmation consignment [pre-delivery notice] [Consented]
Contacts 1				There are 14 days left to read it After that, it will be opened automatically.
>>>> Mass consignments				Open consignment
USING THE MAILBOX (*)				Reject the consignment and give a reason
Packages Remains 299 <1% 28 KB OF 50 GB				Learn more about consignments with pre-delivery notice
By using the product, you accept the Service Pol	icy and the Terms of Service. Read about them	in the <u>Repository</u>		

Figure 55: Rejection of "Registered with confirmation" consignment - step 1.

STEP 2: After selecting the reason for rejection, confirm it with the option "Save".

Reasons for possible rejection of the mail receipt, in this case, are:

- "I refuse to accept this consignment";
- "The consignment address is incorrect";
- "Incorrect consignment address".

After selecting the reason for the rejection, the system will perform the rejection and generate the corresponding proof.

The consignment can also be received – this option is described in more detail in the subchapter on consignment reception.

e-Doręczenia	Q Search by co	nsignment subject		() IN () 88 S
Adam Nowak	Last synchronization: 1216 16 May 2025	1/1	1 0 < >	← 1/1 < >
Change malbox	👓 All 1 🖾 Unread 1 🔒 Read 0	Show	v deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-cb481ae3-9c46-4891-818f-6911be1db76a
Send a consignment	Jan Kowalski consented c	Select the reason for refusing receipt	2:16 16 May 2025	consented consignment from Jan Kowalski
🕒 Inbox 1	-	I refuse to accept this consignment		som: 10:16 16-05-2025 GMT+0 More details
> Sent 1		The consignment address is incorrect. Mark this If you believe this message should not be addressed to you.		(3) see evidences
Drafts 2		Incorrect consignment address. Mark this if consignments from this sender or in this thread should be directed to		
P Remained 2 2		different address.		This is a read confirmation consignment [pre-delivery notice] [Consented]
TOOLS (8)		Confirm		There are 14 days left to read it
Mars continements		Cancel		After that, it will be opened automatically.
USING THE MAIL BOY				Open consignment
Skrzynka e-Doręczenia Premium				Reject the consignment and give a reason
Packages Remains 299 <1% 28 KB OF 50 GB				Learn more about consignments with pre-delivery notice
By using the product, you accept the Service Polic				*

Figure 56.1: Rejection of "Registered with confirmation" consignment - step 2.

STEP 3: The rejected consignment will contain information about the fact that it is rejected consignment, the date of the rejection action and the reason for rejection selected by the user will also be recorded.

e-Doręczenia	Q Search by consignment subject		(7) EN (8) 88 &
Adam Nowak	Last synchronization (2.18) 86 May 2025	1/1 🗘 < >	← 1/1 < >
Change mailbox	co All 1 🖂 Unread 0 🚔 Read 1	Show deleted consignments	CONSIGNMENT IDENTITIER CERTUM-MS-cb481ae3-9c46-4891-818f-6911be1db76a
Send a consignment	Jan Kowalski consented consignment from Jan Kowalski	12:16 16 May 2025	rRow & Jan Kowalski sem: 10:16 16-05-2025 GMT+0 More details
Sent 1			🕲 see evidences
Drafts 2			This consignment was rejected by you.
Demovari 2			Reason for rejection: Message explicitly rejected by the Recipient
Contacts			
>>> Mass consignments			
USING THE MAILBOX V - V - Skrzynka e-Doręczenia Change plan Premium			
Packages Remains 299 <1% 28 KB OF 50 GB			
By using the product, you accept the Service Polic	y and the Terms of Service. Read about them in the <u>Repository</u>		

Figure 56.2: Rejection of "Registered with confirmation" consignment - step 3.

8.1.4 Receiving consignment - "Registered with e-signature" mode

STEP 1: This is a type of consignment in which the recipient must confirm receipt using an electronic signature. When you enter such consignment in the list of mail, you will be prompted to confirm receipt of this consignment. This should be done by selecting "*Open consignment*."

e-Doręczenia			Q Search by consignment subject		() EN (8) 88 8
firmowa asseco		Last synchroniza	ion: 11-51 19 May 2025	1 - 15 / 15 💲 < >	← 1/15 < >
Change mailbox (2)		∞ All 15 🖾 Unread 5 😡	Read 10	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-5cc874d6-b622-4170-ab71-bcf87892ac15
Send a consignmen	it .	AE:PL-85538-40717-WVSAW-27	e-sign	✓14 DNI 11:50 19 May 2025	FROM: AE-PL-85538-40717-WVSAW-27
Sent 1	12	AE:PL-85538-40717-WVSAW-27	ttile	11:18 19 May 2025	SENT: U2019-05-2022 GMI +0 More details
Drafts 1	17	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Apr 2025	
Removed	6	AE:PL-85538-40717-WVSAW-27	tematttt ∎ w body,txt CERTUM-EI-d6aadib7-aa70	11:51 15 Apr 2025	This is a read confirmation consignment (pre-delivery notice) (Consented Signed)
		AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025	There are 14 days left to read it
		AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025	After that, it will be opened automatically.
(TOOLS)	«	AE:PL-85538-40717-WVSAW-27	temat Image: body.txt Image: CERTUM-EI-deedef55-6b9f	12:44 1 Apr 2025	Reject the consignment and give a reason
		ΔΕ-DI	*****	14-40 17 May 2020	Learn more about consignments with pre-delivery notice

Figure 57: Acceptance of "Registered with e - signature" consignment - step 1.

STEP 2: After selecting the option to open the consignment, you are redirected to the next window. Once the confirmation of receipt process begins, the electronic signature process will begin. Once the electronic signature is performed, the contents of the mail will be downloaded from the server.

The consignment can also be rejected – in this case, this decision must also be confirmed with an electronic signature. This option is described in more detail in the subsection on rejecting consignment.

After clicking the "*Open consignment*" button, a window will appear that allows you to select the medium on which the User's qualified certificate is contained.

Currently, it is possible to select signature media, such as:

- "SimplySign";
- "Local signature";
- "I do not have a signature".

e-Doręczenia		Q Search by consignmen	nt subject		() IN (\$) 88 g
firmowa asseco AE:PL-71312-55342-ABCDE-33	🗆 🖌 🗄 C Last synchrons	zation: 11:53 79 May 2025		15 / 15 🔹 < >	← 1/15 < >
Change multibox [2]	∞ All 15 El Unread 5 El	a Read 10		ihow deleted consignments	CONSIGNMENT DENTITIER CERTUM-MS-5cc874d6-b622-4178-ab71-bcf87892ac15
Send a consignment	AF-PI-85538-40717-W//SAW-27	action	Sender requested signature confirming receipt of	14 DN 11-50 19 May 2025	e-sign
Inbox 15	AE-PL-85538-40717-WVSAW-27	tile	consignment	11:18 19 May 2025	sent 09:50 19-05-2025 GMT+0 More details
Sent 12		body.txt	SimplySign		Sise evidences
Drafts 17	AE.PL-85538-40717-WVSAW-27	z potwierdzniem	Electronic signature in SimplySign cloud	11.57 15 Apr 2025	
Removed 6	AE-PL-85538-40717-WVSAW-27	tematttt	Local signature	11:51 15 Apr 2025	This is a read confirmation consignment [pre-delivery notice] [Consented
	AE:PL-85538-40717-WVSAW-27	odrzucona		12:49 1 Apr 2025	There are 14 days left to read it
	AE:PL-85538-40717-WVSAW-27	temat tryb 1	I do not have a signature Purchase an electronic signature	12:46 1 Apr 2025	After that, it will be opened automatically.
		body.txt			Open consignment
70010	AE:PL-85538-40717-WVSAW-27	ternat	Abort the signing process	12:44 1 Apr 2025	
USING THE MAILBOX R		body.txt			Reject the consignment and give a reason
				18-X0 17 KAN 2020	· Learn more about conclonments with precide/are online

Figure 58.1: Acceptance of "Registered with e - signature" consignment - step 2.

STEP 3: Depending on the choice of signature medium, the User will be redirected to the appropriate process for signing documents.

e-Doręczenia	а	c	Search by consign	inment subject		() EN (\$) 58 &		
firmowa asseco AE:PL-71312-55342-ABCDE-33 Charge malbox [2]	•	 w ; C Last synchronization ∞ All 15	1955 19 May 2025 add 10	-	1-15/15 💲 < >	← 1/15 < > CONSIGNMENT EXHIBITS CERTUM-MS-56c87466-b622-4178-ab71-bcf87892ac15 ■ : e-sign		
Send a consignm Inbox Sent Drafts Removed	15 12 17	AEPL-85538-40717-WVSAW-27 AEPL-85538-40717-WVSAW-27 AEPL-85538-40717-WVSAW-27 AEPL-85538-40717-WVSAW-27 AEPL-85538-40717-WVSAW-27	e-sign ttie ttie z potwierdzniem tematttt bodytot	Sender requested signature confirming receipt of consignment SIGN DESCRIPTION THE SIGNING PROCESS IS IN PROGRESS. PLEASE WAIT	14 DM 11:50 19 May 2025 11:81 19 May 2025 11:51 19 May 2025 11:57 15 Apr 2025 11:57 15 Apr 2025 11:51 15 Apr 2025 11:51 15 Apr 2025	This is a read confirmation consignment [pre-delivery notice] /Consented		
TOOLS USING THE MAILBOX		AE-PL-85538-40717-WVSAW-27 AE-PL-85538-40717-WVSAW-27 AE-PL-85538-40717-WVSAW-27	odrzucona temat tryb 1 emat temat emat bodytot	Abort the signing process	12-49 1 Apr 2025 12-46 1 Apr 2025 12-44 1 Apr 2025	CONSIGNMENT VIEW CONSENTED CONSENT_PENDING DESCRIPTION		
By using the product, you accept th		AE-DI_DECTO_ANTIT_MAXCAMI_37			14-80 17 May 2026			

Figure 58.2: Acceptance of "Registered with e - signature" consignment - step 3.

STEP 4: After selecting it, a page will appear with a statement that the User will have to sign. To start the signing process, select the "*Sign*" option in the upper right corner of the page.



Figure 58.3: Acceptance of "Registered with e - signature" consignment - step 4.

STEP 5: To sign the document it is necessary to log in to your SimplySign account.



Figure 58.4: Acceptance of "Registered with e - signature" consignment - step 5.

STEP 6: To log in to the SimplySign signing service, you will need to enter your application login credentials. It is necessary to enter the e-mail address and token from SimplySign application.

	ign		English 🗸
Login to SimplySign			
E-MAIL	Remember me		
TOKEN FROM THE MOBILE APPLICATIO			
	m		

Figure 58.5: Acceptance of "Registered with e - signature" consignment - step 6.

STEP 7: After logging into SimplySign, it will be possible to select the User's certificate.

e-Doręczenia	Identyfikator procesu: a009907-0683-4def-96a8-c822eba9afe0 CERTUM-CE3-705e9c3f-a2de-4c7e-971c-cbe52ecac	DODPISZ
	Podpisz dokument ×	
xa<br <ns; xmlr</ns; 	t ve Podpisujesz jako: Julian Markowski s m	
xmir xmir	stni Stni CERTYFIKAT SNS	7 </td
<ns2 n</ns2 	: ERI SZ Z TERI	aratio
	FAKSYMILE	
<cor Code</cor 	Data podpisu	on </td
	Fiektronicznie podpisany" «/ns «Vrs «Vrs «Vrs «Vrs «Ns	15>
	<td></td>	
Name Name	"ht Wprowadzenie kodu PN i naciśnięcie przycisku Podpisz' będzie równoznaczne ze złożeniem kwalifikowanego podpisu elektronicznego równoważnego pod kątem	hema"
xm Lr xsi:	stype kutków prawnych z podpisem własnoręcznym, który jest zgodny z wymogami Rozporządzenia Parlamentu Europejskiego i Rady w sprawie identyfikacji	
Name	="ht elektronicznej i usług zaufania [] z dnia 23 lipca 2014r. [UE] NR 910/2014r. Forn	hema"
xmlr xsi	Anului Podoisz	
Name	="http://www.second	
×=lr ×sit	s:xsi="http://ww type="xs:string" <u>1</u> / 8 ^ - 125% + 5 C cns3:Att	сспона

Figure 58.6: Acceptance of "Registered with e - signature" consignment - step 7.

STEP 8: After selecting the User's certificate, entering a valid PIN and selecting the "*Sign*" option, the declaration will be signed.

e-Doręczenia	Identyfikator procesu	u: a00f9f07-0c83-4daf-96a8-c822eba9afe0 3-705e9c3f-a2de-4c7e-971c-cbe52eca	ю	Podpisy 🔞 2 🗸	Obkument podpisany Pobierz dokument •
	<pre><?xm1 version="1.0" <?xm1 version="1.0" xm1ns:ns3="tridiate" xm1ns:ns3="tridiate" xm1ns:ns3="tridiate" xm2:tridiate" cn32:tridiate" cn32:tridiate" cn32:tridiate" cn32:tridiate" code>h code>h code> <th>"encoding="UTF-8"> sn22="http://uri.etsi.org/19522/v1 isname:tci.34U.2.0 saserian www.dorg/2020/4/weitene" dentifier>CERTUH-CE3-705e9C3F.a2de+4 ment podpisany Encoding Podpisan Podpisant</th><th>" "EN319522V1.1.1"> G78-971c-cbe52ecac257<!--<br-->X aratio on<!--<br-->1s></th><th></th><th></th></pre>	"encoding="UTF-8"> sn22="http://uri.etsi.org/19522/v1 isname:tci.34U.2.0 saserian www.dorg/2020/4/weitene" dentifier>CERTUH-CE3-705e9C3F.a2de+4 ment podpisany Encoding Podpisan Podpisant	" "EN319522V1.1.1"> G78-971c-cbe52ecac257 <br X aratio on <br 1s>		
	Name="ht NameForm X3:1:type" //053/A Name="http:// X5:1:type" //053/A NameFormat"/ //053/A NameFormat"/ //053/A NameFormat"///054/A NameFormat"//054/A NameFormat"//054/A	Zamknij Attribute* tribute */ attribute/lega Deros/i sisnamssici/siku/20 (attribute/lega Deros/i sisnamssici/siku/20 (attribute/ sisnamssici/siku/20 (attribute/ tribute/attribute/lega Deros/i tribute/attribute/lega Deros/i tribute/ tribute/ tribute/20 (attribute/ tribute/ tribute/20 (attribute/ tribute/ tribute/siku/siku/ tribute/ tribute/ tribute/siku/ tribute/ tr	hema" Hottifiar" galDerson Sintifier" tivri" Mr. vA. org/2001/XMLSchema" Lues on" TROUGT at LionNumber" tivri" Mr. vA. org/2001/XMLSchema" org/2001/XMLSchema" org/2001/XMLSchema"		2.0.75 9 M/9907

Figure 58.7: Acceptance of "Registered with e - signature" consignment - step 8.

STEP 9: Another option available on this screen is the option to download the document. To do this, select the "*Download document*" option in the top right of the window.

The following options will then be displayed:

- "Download document" in this case only XML information about the mail will be downloaded,
- "*Download with proof*"- in this case, XML information about the mail and a qualified validation report will be downloaded.

When you select "*Close*", you will return to the list of mail and you will see the mail you have just accepted.

e-Doręczenia		Search by consignment subject		() EN (8) 88 g
firmowa asseco AE :PL-71312-55342-ABCDE-33 Change maibox (2)		n: 1204 19 May 2025 wiadomośc z podpisem wiadomośc z podpisem	1 - 15 / 15 🗘 < >	← 9/15 < > CONSIGNARIT EINTIFIE CERTUM-HS-ef7922b6-1867-4f11-99b6-1e8bab918264 ■ :
Send a consignment	AE-PL-85538-40717-WVSAW-27	emat	14:22 6 Mar 2025	wiadomośc z podpisem recw AE-PL-8538-4077-WVSAW-27 5 steri 0958 11-03-2025 GMT+0 More details
Sent 12 Drafts 17	AE:PL-85538-40717-WVSAW-27	testy 03032025	15:04 3 Mar 2025	See evidences Enable formatting wildomotic z podpisem
Removed 6	AEPL-85538-40717-WVSAW-27	przesyłka image: body.txt image: Bank_Swiatowy_raport.pdf	10:04 27 Feb 2025	
	AE-PL-85538-40717-WVSAW-27	testy 27022025	10:00 27 Feb 2025	 Can low choose of the received out and the static (put) (c) Reply → Forward
	AE:PL-85538-40717-WVSAW-27	test z potwierdzeniem	11:21 14 Nov 2024	
USING THE MAILBOX	AE-PL-85538-40717-WVSAW-27	tematyy	11:09 14 Nov 2024	

Figure 58.8: Acceptance of "Registered with e - signature" consignment - step 9.

8.1.5 Rejecting consignment - "*Registered with e - signature*" mode.

STEP 1: This is a type of consignment in which the recipient must confirm receipt using an electronic signature. When you enter such mail in the list of consignment, you will be prompted to confirm receipt of this consignment. If the User wants to reject the consignment with stating a reason, then they should select the option "*Reject the consignment and give a reason* ".

e-Doręczenia		Q Search by consignment subject		() EN (9) 88 &
firmowa asseco	C Last synchro	vitation: 1151 19 May 2025	1 – 15 / 15 🗘 < >	
Change mailbox (2)	∞ All 15 🖾 Unread 5	© Read ™	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-5cc874d6-b622-4170-ab71-bcf87892ac15 T e-sign
send a consignment	AE:PL-85538-40717-WVSAW-2	27 e-sign	✓14 DNI 11:50 19 May 2025	FROM: AE:PL-85538-40717-WVSAW-27
Inbox 15	AE:PL-85538-40717-WVSAW-27	ttile	11:18 19 May 2025	SENT: 09:50 19-05-2025 GMT+0 More details
Sent 12		body.txt		See evidences
Drafts 17	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Apr 2025	
Removed 6	AE:PL-85538-40717-WVSAW-2	27 tematttt	11:51 15 Apr 2025	
		body.txt CERTUM-EI-d6aad1b7-aa70		I his is a read confirmation consignment (pre-delivery notice) (Consented Signed)
	AE:PL-85538-40717-WVSAW-2	27 odrzucona	12:49 1 Apr 2025	There are 14 days left to read it
	AE:PL-85538-40717-WVSAW-2	27 temat tryb 1	12:46 1 Apr 2025	After that, it will be opened automatically.
		a m body.txt		Open consignment
	AE:PL-85538-40717-WVSAW-27	ternat	12:44 1 Apr 2025	
IISING THE MAIL BOY		body.txt 🚺 🚾 CERTUM-EI-deedef55-6b9f		Reject the consignment and give a reason
CONTO THE MALLOOX	AE-DI_REE39_40717_\\ALV_0 \\AL-27		14-49 17 Mar 2026	Learn more about consignments with pre-delivery police

Figure 59: Rejection of "Registered with e - signature" consignment - step 1.

STEP 2: After selecting the option to reject the consignment, you are redirected to the next window.

The available options for the reason for refusal of receipt are:

- "I refuse to accept this consignment";
- "The consignment address is incorrect";
- "Incorrect consignment address".

e-Doręczenia	Q S	earch by consignment subject		() IN () IS &
Adam Nowak	Last synchronization 12:16 1	6 May 2025	1/1 🗘 < >	
Change minister	∞ All 1 🖾 Unread 1 😡 Read 0		Show deleted consignments	CERTUM-MS-cb481ae3-9c46-4891-818f-6911be1db76a 🖱
Send a consignment	Jan Kowalski	consented c Select the reason for refusing receipt	2:16 16 May 2025	consented consignment from Jan Kowalski room & Jan Kowalski com 1016 Vic05-2026 GMTa0
😡 Inbox 1		I refuse to accept this consignment	1.00	Sent to to to 2020 Unit to
🏷 Sent 1		The consignment address is incorrect. Mark this If you believe this message should not be addresse	id to you.	🕲 see evidences
Drafts 2		 Incorrect consignment address. Mark this if consignments from this sender or in this thread sh different address. 	rould be directed to a	
P Daminuari 7 🔻				This is a read confirmation consignment [pre-delivery notice] [Consented]
Tools		Confirm		There are 14 days left to read it
Contacts 1		Cancel		After that, it will be opened automatically.
>>> Mass consignments			_	Open consignment
USING THE MAILBOX				
Premium				Reject the consignment and give a reason
Packages Remains 299				Learn more about consignments with pre-delivery notice
<1% 28 KB OF 50 GB				
By using the product, you accept the Service Poli-				

Figure 60.1: Rejection of "Registered with e - signature" consignment - step 2.

STEP 3: After going through the step of providing a reason for rejection, the electronic signature process will begin. Once the electronic signature is performed, the contents of the consignment will be downloaded from the server.

The consignment can also be received - in this case, this action must also be confirmed with an electronic signature.

Currently, it is possible to select signature media, such as:

- "SimplySign";
- "Local signature";
- "I do not have a signature".

e-Doręczenia		Q Search by consignmen	it subject		() en (i) 22 2
firmowa asseco	🗆 👻 : C Last synchronizati	on: 11:53 19 May 2025		15 / 15 🔹 < >	← 1/15 < >
Change mailbox [2]	🗢 All 15 🖾 Unread 5 🔒	Read 10		ihow deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-Scc874d6-b622-4178-ab71-bcf87892ac15
Send a consignment			Sender requested signature		e-sign
	AE:PL-85538-40717-WVSAW-27	e-sign	consignment	14 DNI 11:50 19 May 2025	FROM: AEPE-85538-40717-WVSAW-27
	AE-PL-85538-40717-WVSAW-27	ttile		11:18 19 May 2025	
Sent 12		body.txt	SimplySign		(3) see evidences
Drafts 17	AEPL-85538-40717-WVSAW-27	z potwierdzniem	Electronic signature in SimplySign cloud	11:57 15 Apr 2025	
Removed 6	AE:PL-85538-40717-WVSAW-27	tematttt	Local signature	11:51 15 Apr 2025	
		📑 🎂 body.txt 📴	Insert the card into the reader connected to your device		This is a read contirmation consignment [pre-delivery notice] [Consented Signed]
	AE:PL-85538-40717-WVSAW-27	odrzucona		12:49 1 Apr 2025	There are 14 days left to read it
	AE:PL-85538-40717-WVSAW-27	temat tryb 1	I do not have a signature Purchase an electronic signature	12:46 1 Apr 2025	After that, it will be opened automatically.
		body.txt			Q Open consignment
	AE:PL-85538-40717-WVSAW-27	temat	Abort the signing process	12:44 1 Apr 2025	
TOOLS (A)		body.txt			Reject the consignment and give a reason
Joint The Malebux				14.40 17 44- 2015	I sam more about considerments with exectations online

Figure 60.2: Rejection of "Registered with e - signature" consignment - step 3.

STEP 4: Depending on the choice of signature medium, the User will be redirected to the appropriate process for signing documents.

e-Doręczenia		Q Search by consignme	ent subject		() IN (8) 88 <u>8</u>
firmowa asseco AE : PL - 71312 - 55342 - ABCDE - 33 Change malbox (2)	C Last synchron	attation: 11:55 19 May 2025		1-15/15 🗘 < >	← 1/15 < > CONSIGNMENT DENTIFIER CERTUM-XKS-Soce37466-b622-4178-ab71-bcf87892ac15 ■ :
Send a consignment	AE:PL-85538-40717-WVSAW-2	7 e-sign		14 DNI 11:50 19 May 2025	e-sign riow AEPL-85538-4077-WVSAW-27
Sent 12	AE:PL-85538-40717-WVSAW-27	ttile	Sender requested signature confirming receipt of	11:18 19 May 2025	Site evidences
Drafts 17	AE:PL-85538-40717-WV/SAW-27	z potwierdzniem	SIGN.DESCRIPTION	11:57 15 Apr 2025	
Removed 6	AE:PL-85538-40717-WVSAW-2	7 tematttt	THE SIGNING PROCESS IS IN PROGRESS. PLEASE WAIT	11:51 15 Apr 2025	This is a read confirmation consignment [pre-delivery notice] [Consented Signed]
	AE:PL-85538-40717-WVSAW-2	7 odrzucona	Abort the signing process	12:49 1 Apr 2025	CONSIGNMENT.VIEW.CONSENTED.CONSENT_PENDING.DESCRIPTION
	AE:PL-85538-40717-WVSAW-2	7 temat tryb 1	reserves againing process	12:46 1 Apr 2025	Learn more about consignments with pre-delivery notice
TOOLS	AE:PL-85538-40717-WVSAW-27	temat	CERTUM-EI-deeder/55-6b9/	12-44 1 Apr 2025	
	AE-DI_REEZR_40717,140/CA141,27			14-40 17 May 2020	e.

Figure 60.3: Rejection of "Registered with e - signature" consignment - step 4.

STEP 5: After selecting it, a page will appear with a statement that the User will have to sign.



Figure 60.4: Rejection of "Registered with e - signature" consignment - step 5.

STEP 6: To sign the document, select the option "*Sign*" in the upper right corner of the page. A window for logging into the SimplySign service will appear. After logging in, the User can use their certificate and sign the document.

e-Doręczenia	Identyfikator process: a605c2ad-4a90-40de-8352-b60bH9d6tab CERTUM-CE4-0e52e1c3-82c2-4ec1-85fd-20bc721563	PODPISZ
	Podpisz dokument × Podpisujesz jako: Julian Markowski water estretiene water estretiene estretiene estretiene estretiene estretiene estretiene Janusz Otpowski	2 <br ration
	FAKSYMILE CODED-TH CODED-TH C/DE	de> 32
	Name-*h Name-*h Name-*h Warowskienie Lodu /9N i nacinięcie przyckiuł Podpiar bewonziemczne ze zklastwa skubów prewnych z podpiare włestrowczmego townoważnego pod kiem skubów prewnych z podpiare włestrowczenym, który jest zpodył z wymogeni katów prewnych z podpiare włestwa objak wywa kiem (Haciji Name*n Name*n Name*n	hema"
	skilansis XSI:typi Name=For skilansis XSI:typi X	hena"

Figure 60.5: Rejection of "Registered with e - signature" consignment - step 6.

STEP 7: After a successful signing of the document, a message will appear that the document has been signed. You can then close the signature process window and return to the active mailbox.

e-Doręczenia	CERTUM-CE4-0e52e1c	-4a90-40de-8352-1660619d61a6 53-82c2-4ec1-85fd-206c721563		Podpisy 🔞 2 🗸	Dokument podpisany Pobierz dokument
	<pre><?vel version="1.8" encoding cn22Evidence velos:est="https://www.v8.org velos:est="http://www.v8.org cn22EvidenceIntifer=" ns2EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" cns2:EvidenceIntifer=" conse:" con</pre>	1="UT-3">> p://ur2.ets1.org/19522/v1#" c:SAUL2.0:assertion" /2000/6/wididagi" /2000/6/wididagi" /2000/6/wididagi" /2000/6/wididagi /2000/6/wid	522v1.1.1"> 522v1.1.1"> 4/20bc721553f2 <br X ration de> s>		
	<ns2< th=""><th>Podpisano Pobierz dokument -</th><th></th><th></th><th></th></ns2<>	Podpisano Pobierz dokument -			
	Name="ht NameForn xmlns:xs xsi:type	Zamknij	hema"		
	<pre>cm3:Attribute Name="http://eidas.europa.eu NameFormat="unr:osis:names: whi:sis="http://sidas.europa.eu xsi:type="xsistring">http://sidas.europa.eu </pre> //si3:tribute //si3:tribute NameFormat="unr:osis:names; while:sistring" 	riandlyNames" Legal Berson/LegalPer Attratutes/LegalPerson/LegalPer to:SML12.0:attrame-formatiut" tevalue xnlssse" http://www.34. /200421310-/ms3Attrbutvo/Lue> //attratutes/Legalperson/XhTegis EciSML12.0:attrame-formatiut / //attratutes/Legalperson/XhTegis (/ax - 125% +) C	or" Soldentifier" Soy 2001/XMLSchema" trationNumber" org/2001/XMLSchema"		2.0 70-5NAP9H0T

Figure 60.6: Rejection of "Registered with e - signature" consignment - step 7.

STEP 8: Another option available on this screen is the option to download the document. To do this, select the "*Download document*" option in the top right of the window.

The following options will then be displayed:

- "Download document" in this case only XML information about the mail will be downloaded,
- "*Download with proof*"- in this case, XML information about the mail and a qualified validation report will be downloaded.

The rejected consignment will contain information about the fact that it is rejected consignment, the date of the rejection action and the reason for rejection selected by the user will also be recorded.

e-Doręczenia		Q Search by consignment subject		() en (o) 28 &
firmowa asseco AE:PL-71312-55342-ABCDE-33	Last synchroniza	tion: 12:23 19 May 2025	1 - 15 / 15 🗘 < >	← 5 / 15 < >
Change mailbox [2]	AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025	CCNORCNMMENTIDENTIDENT
Send a consignment	AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025	
lnbox 15		Dody.txt		SENT: 10:49 01-04-2025 GMT+0 More details
Sent 12	AE:PL-85538-40717-WVSAW-27	temat	12:44 1 Apr 2025	3 see evidences
Drafts 17		body.txt CERTUM-EI-deedef55-6b9f		This consignment was rejected by you.
	AE:PL-85538-40717-WVSAW-27	tttttt	14:48 17 Mar 2025	Date of rejection : 01.04.2025 12:50
Removed 6		bodytxt		Reason for rejection: Wrong Recipient
	AE:PL-85538-40717-WVSAW-27	wiadomośc z podpisem wiadomośc z podpisem	10:58 11 Mar 2025	
		body.txt CERTUM-EI-905f0ae8-7c47		
	AE:PL-85538-40717-WVSAW-27	temat	14:22 6 Mar 2025	
		body.txt		
TOOLS	AE:PL-85538-40717-WVSAW-27	testy 03032025	15:04 3 Mar 2025	
USING THE MAILBOX		body.txt CERTUM-EI-35f75f52-a284		
By using the product, you accept the Service Po				

Figure 60.7: Rejection of "Registered with e - signature" consignment - step 8.

8.1.6 Activities related to the received consignment

For a consignment that is in the "*Inbox*" folder, the following options are available:

- "Mark as unread";
- "Mark as read";
- "Accept consignment";
- "Reject consignment";
- "Add or remove labels";
- "Move to folder";
- "Print";
- "Remove content".

ATTENTION!

Accept consignment – the option appears in the menu when there are uncollected consignment on the list that require confirmation of receipt or electronic signature. Reject consignment – the option appears in the menu when there are uncollected consignment on the list that require a receipt or electronic signature. The options are accessed by selecting a consignment in the consignment list and using the three dot symbol located in the header of the consignment table. This situation is illustrated in the image below. Individual actions are described in the following sub-chapters.

e-Doręczeni	а				۹	Search by consignment subject	 () E	N 🎯 118 🙎
firmowa asseco AE:PL-71312-55342-ABCDE-3: Change mailbox (2)	3	•	:	C Last synchronizati Mark as unread	ion: 125	9 % May 2025	1 – 15 / 15	• < >
Send a consignm	ent	∞ All 1:	8 8	Mark as read Accept consignment	ad	11 e-sign	Show de 14 DNI	leted consignments 11:50 19 May 2025
S Inbox	15	AE:PI	5	Reject consignment		ttile		11:18 19 May 2025
⊳ Sent	12		۲	Add or remove labels		body.txt		
Drafts	17	AE:PI	•	Move to folder		z potwierdzniem		11:57 15 Apr 2025
Removed	6	AE:P	0	Print Remove content		tematitt		11:51 15 Apr 2025
		AE:PI	85538	-40717-WVSAW-27		odrzucona		12:49 1 Apr 2025
		AE:PL-85538-40717-WVSAW-27		8-40717-WVSAW-27		temat tryb 1 Image: mage: mag mage: mage: m		12:46 1 Apr 2025
70018		AE:PI	-85538	3-40717-WVSAW-27		temat		12:44 1 Apr 2025
USING THE MAILBOX	- (x) -					a w body.txt DERTUM-EI-deedef55-6b9f		
By using the product, you accept t	he Service Polic	and the Terms	.REETR	e. Read about them in the Re	eposito	•••••• •		14-49 17 Mar 2025

Figure 61: Actions on consignment inbox.

"Mark as unread"

e-Doręczeni	а		Q Search by consignment subject	(7) EN (8) 88 &
firmowa asseco AE:PL-71312-55342-ABCDE-3: Change maibox [2]	3	Last synchron	iation: 12.31 19 May 2025	1 - 15 / 15 💲 < >
Send a consignm	nent	All 15 Mark as read Add or remove labe	ad 11	Show deleted consignments
	15	AEPL Move to folder	e-ugn tile	11:18 19 May 2025
⊳ Sent	12	Print	bodybat	
Drafts	17	AEPL Remove content	z potwierdzniem	11:57 15 Apr 2025
Removed	6	AE:PL-85538-40717-WVSAW-27	tematttt CERTUM-EHd6aad167-aa70_	11:51 15 Apr 2025
		AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025
		AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025
USING THE MAILBOX	- R -	AE:PL-85538-40717-WVSAW-27	temat Image: body.txt Image: CERTUM-E1-deedel55-6b9f	12:44 1 Apr 2025
By using the product, you accept t	the Service Polic	AE-DI	New Second Secon	14-49 17 May 2025

Selecting this option will mark the consignment as unread.

Figure 62: Marking received consignment as unread.

"Mark as read"

e-Doręcze	nia		Q Search by consignment subject	(7) EN (8) 88 &
firmowa asseco AE : PL-71312-55342-ABCDE Change malibox (2)	:-33 🖸	Last synche	onization: 10.32 19 May 2025	1 – 15 / 15 🗘 < >
Send a consign	nment	All 15 Mark as read Accept consignment	ad 11	Show deleted consignments
lnbox	15	AE:PL Reject consignme	e-dgn ent tile	✓ 14 DNI 11:50 19 May 2025 11:18 19 May 2025
Sent Drafts	12	Add or remove la Add or remove la Add or remove la Add or remove la	abels z potwierdzniem	11:57 15 Apr 2025
Removed	6	AE:PL Remove content	tematti	11:51 15 Apr 2025
		AE:PL-85538-40717-WVSAW-2	7 odrzucona	12-49 1 Apr 2025
		AE:PL-85538-40717-WVSAW-	27 temat tryb 1	12:46 1 Apr 2025
TOOLS	(*)	AE:PL-85538-40717-WVSAW-2	7 temat	12-44 1 Apr 2025
USING THE MAILBOX	Rent the Service Poli	AE-DI_QEEZQ_X0717_MA/CAM_2	7 mm	1A-80 17 May 2025

Selecting this option will mark the mail as consignment.

Figure 63: Marking received consignment as read.

"Add or remove labels"

STEP 1: Selecting the option "*Add or remove labels*" allows you to add or remove a label to the selected received consignment.

firmowa asseco				~	:	C Last synchronization	1234 19 May 2025	1 - 15 / 15	≎ < >
Char	2-71312-55342-ABCDE-33	•				Mark as unread			
	Send a consignment		ent Co All 15 Co Mark as read Ind 11 Co ALP1 Co Acept Consignment e-sign		Mark as read	ld 11	Show d	eleted consignments	
					9	Accept consignment	e-sign	¥ 14 DNI	11:50 19 May 2025
	Inbox	15		AE:PL	2	Reject consignment	ttle		11:18 19 May 2025
Þ	Sent	12			0	Add or remove labels	D w bodytat		
	Drafts	17		AE:PL		Move to folder	z potwierdzniem		11:57 15 Apr 2025
	Removed	6		AE:PL	0	Print	tematttt		11:51 15 Apr 2025
					Ū	Remove content	body.txt DERTUM-EI-d6aadib7-aa70		

Figure 64: Marking received consignment with a label - step 1.
STEP 2: Click on the label icon.

e-Doręcze	nia	Q Searc	by consignment subject	 () EN (3) 38 &
firmowa asseco AE : PL - 71312 - 55342 - ABCDE	-33 💼	C Last synchronization 12.35 19 May		1-15/15 🗘 < >
Change malibox [2]		🚥 All 15 😂 Unread 4 🛛 Read 11		Show deleted consignments
Send a consig	nment	AE:PL-85538-40717-WVSAW-27 e-sig		#14 DNI 11:50 19 May 2025
Inbox	15	AE:PL-85538-40717-WVSAW-27 ttile	Add or remove consignment labels	11:18 19 May 2025
🏷 Sent	12	D		
Drafts		AE:PL-85538-40717-WVSAW-27 z pot	Vierdzr	11:57 15 Apr 2025
Removed	6	AE:PL-85538-40717-WVSAW-27 tema	tt Cancel Select	11-51 15 Apr 2025
		AEPL-85538-40717-WVSAW-27 odrz	cona	12:49 1 Apr 2025

Figure 64.1: Marking received consignment with a label - step 2.

STEP 3: The labels previously created for marking will then appear. Select the appropriate one.

e-Doręczenia	Q Search by consignment subject		() EN (9) 88 &
firmowa asseco AE :PL-71312-55342-ABCDE-33			1 - 15 / 15 🗢 < >
Change mailbox [2]	🕫 All 15 😑 Uniread 4 🚔 Read 11		Show deleted consignments
Send a consignment	AE:PL-85538-40717-WVSAW-27 e-sign		▲14 DNI 11:50 19 May 2025
🚨 Inbox 15	AE-PL-85538-40717-WVSAW-27 ttile		11:18 19 May 2025
Sent 12	Add or remove consignment labels		
Drafts 17	AE-PL-85538-40717-WVSAW-27 z potwierdzr	•	11:57 15 Apr 2025
Removed 6	AE:PL-85538-40717-WVSAW-27 tematttt od Dominka ss zrobione		11:51 15 Apr 2025
-	B - box		

Figure 64.2: Marking received consignment with a label - step 3.

STEP 4: The selected label will then appear as added.

e-Doręczo	enia		Q Search by co	nsignment subject	 () en (e) #8 g
firmowa asseco	DE-33	E - : C Las wetvostato	er 12:37 19 May 2025		1-15/15 🗘 < >
Change malibox (2)		👓 All 15 🛛 Unread 4 🔒 R	ead 11		Show deleted consignments
Send a consig	gnment	AE:PL-85538-40717-WVSAW-27	e-sign		×14 DNI 11:50 19 May 2025
lnbox	15	AE-PL-85538-40717-WVSAW-27	ttile	Add or remove consignment labels	11:18 19 May 2025
🏷 Sent	12		box	Add of femove consignment labels	
Drafts		AE.PL-85538-40717-WVSAW-27	z potwierdzr	LABELS: BB X	11:57 15 Apr 2025
Removed	. 8	AE-PL-85538-40717-WVSAW-27	tematttt	Cancel Select	11:51 15 Apr 2025
		AEPL-85538-40717-WVSAW-27	odrzucona		12:49 1 Apr 2025



e-Doręczenia		Q Search by consignment subject		⑦ EN 🕲 88 &
firmowa asseco	Last synchron	zation: 12:38 19 May 2025		1 – 15 / 15 💲 < >
AE:PL-71312-55342-ABCDE-33 C Change mailbox (2)	∞ All 15 🖾 Unread 4 🛛 §	≩ Read 11		Show deleted consignments
Send a consignment	AE:PL-85538-40717-WVSAW-27	88 e-sign		▲14 DNI 11:50 19 May 2025
	Figure 6	4.4: Marking received consign	ment with a label - step 5.	

STEP 5: The added label will then appear next to the mail labeled with it.

"Move to folder"

STEP 1: Selecting this option allows you to move the selected mail to another folder.

e-Doręczenia					c	A Search by consignment subject	0	EN	0	88 8	3
firmowa asseco			~	:	C Last synchronization	12.39 19 May 2025	1 – 15 / 15	0	<	>	
Change mailbox (2)					Mark as unread						
Sond a consignment		~ /	AII 15		Mark as read	ad 11	Show o	deletec		.gnmer	its
send a consignment		<u>~</u>	AE:PL	6	Accept consignment	13 e-sign	#14 DNI	11:50) 19 Ma	iy 2025	
🔂 Inbox 1	5		AE:PL	E.	Reject consignment	ttile		11:1	8 19 Ma	ay 2025	
🔊 Sent 1	2			0	Add or remove labels	Der bodytat					
Drafts 1	7		AE:PL		Move to folder	z potwierdzniem		11:	57 15 Ap	pr 2025	
Removed	6		AE:PL	Θ	Print	temattt		11:	51 15 Ap	or 2025	
0				٦	Remove content	body.txt 💁 🕶 CERTUM-EH-d6aad1b7-ba70					

Figure 65: Moving received consignment to a folder - step 1.

STEP 2: Choose to which previously created folder the selected mail should be moved.

e-Doręcze	enia	c	Search by consignment subject		() en (o) 58 g
firmowa asseco AE :PL-71312-55342-ABCD	6-33	E · E C Last synchronization	12×0.19 May 2025		1 - 15 / 15 💲 🔇 📏
Change malbox (2)		🗢 All 15 🖂 Unread 4 🔒 Re	ad 11		Show deleted consignments
Send a consig	nment	AE:PL-85538-40717-WVSAW-27	Move to the selected folder		#14 DNI 11:50 19 May 2025
Inbox	15	AE:PL-85538-40717-WVSAW-27	Q Search		11:18 19 May 2025
🏷 Sent	12				
Drafts		AE-PL-85538-40717-WVSAW-27	Inbox		11-57 15 Apr 2025
Removed	6	AE:PL-85538-40717-WVSAW-27	✓ HR		11:51 15 Apr 2025
		AE-PL-85538-40717-WVSAW-27		Anuluj Move	12-49 1 Apr 2025
		AE:PL-85538-40717-WVSAW-27	temat uyo i		12:46 1 Apr 2025
			Dim body.txt		

Figure 65.1: Moving received consignment to a folder - step 2.

STEP 3: After selecting the appropriate folder, select the "*Move*" option.

	a	Search by consignment subject		• • • • • * 2
firmowa asseco	E V E C Last synchronization:	12-41 19 May 2025		1 – 15 / 15 🗘 < >
Change mailbox (2)	🚥 All 15 🖾 Unread 4 🔒 Re	ad 11	Show deleted consignments	
Send a consignment	AE:PL-85538-40717-WVSAW-27	Move to the selected folder		≠14 DNI 11:50 19 May 2025
Inbox 15	AE:PL-85538-40717-WVSAW-27	Q Search		11:18 19 May 2025
Sent 12				
Drafts 17	AE:PL-85538-40717-WVSAW-27	V 📮 Inbox		11:57 15 Apr 2025
Removed 6	AE:PL-85538-40717-WVSAW-27	✓ HR		11:51 15 Apr 2025
	AE:PL-85538-40717-WVSAW-27	Move to 'HR'	Anuluj Move	12-49 1 Apr 2025
	AE:PL-85538-40717-WVSAW-27	teniat u yo i		12:46 1 Apr 2025

Figure 65.2: Moving received consignment to a folder - step 3.

STEP 4: The transferred consignment will go to a folder previously selected by the User.

e-Doręczenia	Q Search by consignment subject ····	⑦ EN (®) 88 &							
firmowa asseco AE:PL-71312-55342-ABCDE-33 💿	C v Est synchronization 1242 19 May 2025	1/1 🗘 < >							
Change mailbox (2)	co All 1 S Unread 1 G Read 0	Show deleted consignments							
← Inbox 15	Index - HR AE-PL-85538-40717-WVSAW-27 e-sign	✓ 14 DNI 11:50 19 May 2025							
HR 1									
	Figure 65.3: Moving received consignment to a folder - step 4.								
"Print"									

STEP 1: Selecting this option allows you to print or save the contents of the consignment in the PDF format.

e-Doręczenia			Q Search by consignment subject	 ⑦ EN 🔞 88 S
firmowa asseco	- ~	E C Last synch	hronization: 12:43 19 May 2025	1 - 15 / 15 🗘 < >
Change mailbox [2]	∞ All	Mark as unread Mark as read	ad 11	Show deleted consignments
Send a consignment	Inbax > H	R Nove to folder	labels	✓14 DN 11:50 19 May 2025
HR	AE	PL Print	ttile title	11.18 19 May 2025
	AE	PL-85538-40717-WVSAW-	27 z potwierdzniem	11:57 15 Apr 2025

Figure 66: Printing the received consignment - step 1.

STEP 2: After selecting the "*Print*" option, the process of downloading the consignment in ZIP format will begin.

e-Doręczenia	Q Search by consignment subject	 eDelivery_printout_2025-05-19_10_46_08. zip 47.1 kB + Gotowe
firmowa asseco AE :PL-71312-55342-ABCDE-33	C V Leaf synchronization 12:43 19 Mary 2025	1 - 15 / 15 🗘 < >
Change mailbox [2]	oo All 15 ⊠ Unread 4 📾 Read 11	Show deleted consignments
 Send a consignment Inbox 15 	Indon - HR AE-PI-85538-40717-WVSAW-27 e-sign	✓14 DNI 11:50 19 May 2025
HR 1	AEPL-85538-40777-WVSAW-27 tile title	11:18 19 May 2025

Figure 66.1: Printing the received consignment - step 2.

STEP 3: After navigating to the "*Downloads*" folder, the user can unzip or access the downloaded file.

Pobrane	× +	-	
$\leftarrow \rightarrow \land C$	🖵 > Pobrane >	Przeszukaj: Pobrane	Q
+ Nowy - 🔏 🖸	📋 🎒 🖄 🗊 🛝 Sortuj - 🧮 W	/yświetl ~ •••	Szczegóły
☆ Widok główny Saleria	Nazwa Data n V Dzisiaj	nodyfikacji Typ Rozmiar	
> 🦰 OneDrive - Personal	rde-2024-06-05_09_53_54 05.06.2	2024 12:23 Folder skompreso 51 KB 2024 11:53 Folder skompreso 44 KB	5 5
Pulpit		1024 11:45 Adobe Acrobat D 123 KB 1024 11:31 Folder skompreso 51 KB	5
 Dokumenty Obrazy Muzyka Wideo Zrzuty ekranu dok spons e-Doręczenia szkolenie API-ERDS 	 Dokumenty do podpisu 05.06.4 Wczoraj W ubiegłym tygodniu W ubiegłym miesiącu Wcześniej w tym roku Dawno temu 	:024 10:25 Adobe Acrobat D 27 KB	3
ConeDrive ConeDrive Co	ement. 50,0 KB		

Figure 66.2: Printing the received consignment - step 3.

STEP 4: After unzipping or accessing the downloaded file, you may encounter consignment in PDF format.

nde-2024-06-05_09_31_36	×	+			-		×
$\leftarrow \rightarrow \uparrow C$		> Pobrane > rde-2024-06-05	_09_31_36	Przeszukaj: r	de-2024-06-	05_09_3	۹
🕀 Nowy - 🏑 🗘	Ĩ	🔊 🖻 🗊 🔨 Sortu	j 🗸 🗮 Wyświetl 🗸 🔸			Szczec	jóły
🟫 Widok główny	1.1	Nazwa	Тур	Rozmiar po skompr	Chronione	Rozmiar	
🔁 Galeria		ERTUM-MS-73e06e32-bad6-427d	Adobe Acrobat Document	50 KB	Nie		418
> 🛅 OneDrive - Personal							
En Pulpit	*						
🞍 Pobrane	*						
Dokumenty	*						
Cbrazy	*						
Muzyka	*						
🛂 Wideo	*						
🚞 Zrzuty ekranu							
🚞 dok spons							
🚞 e-Doręczenia szkolenie							
API-ERDS							
> 🌰 OneDrive							
🗸 💻 Ten komputer							
> 🔛 Dysk lokalny (C:)						[= □
	Figu	ure 66.3: Printing the re	ceived consignme	nt - step 4.			

STEP 5: After selecting the program that handles the files, the User can proceed to the option of printing the document, as usually done in other cases.

Consignment from registered electronic deliver ttile	r service	
Dutbox	AE:PL-85538 -40717 - WVSAW - 27	
Sender	AE:PL-85538-40717-WVSAW-27	
nbox	AE:PL-71312-55342-ABCDE-33	
erson picking up	firmowa asseco	
Consignment ID	CERTUM-MS-9d66ce2d-aeb8-4e02-97e7-d8a3f67cf256	
ime of consignment transmission	11:18:13 19.05.2025 NOTE: the time presented in the evidences is universal time [Greenwich time; UTC+0].	
ime to consignment receipt	11:18:22 19.05.2025 NOTE: the time presented in the evidences is universal time [Greenwich time; UTC+0].	

"Remove content"

STEP 1: Selecting this option will move the selected consignment to the "*Remove content*" folder.

firmowa asseco		E V : C Last synchronization H20 19 May 2025					< >
AE:PL-71312-55342-ABCDE-33 Change malbox (2)				Mark as unread			
Send a consignment	~	> All 15		Mark as read	ad 11	Show deleter	eted consignments
Send a consignment	Inb	x → HR	e,	Accept consignment			
Linbox 15	\checkmark	AE:PL		Reject consignment	e-sign	≠14 DNI	11:50 19 May 2025
Sent 12		AE:PL	®	Add or remove labels	ttle		11:18 19 May 2025
Dealer 17				Move to folder	D ··· bodytxt		
) AE:PL	0	Print	z potwierdzniem		11:57 15 Apr 2025
Removed 6		AE:PL		Remove content	tematttt		11:51 15 Apr 2025
					Dev CERTUM-EI-d6aadib7-aa70		

Figure 67: Deletion of contents of received consignment - step 1..

STEP 2: When the action is successfully performed, a message will be shown about the deletion of the content and attachments of the consignment.

firmowa asseco AE:PL-71312-55342-ABCDE-33 D Charge malbox [2]		Last synchronization: H422 19 May 2005				
		🗴 All 14 🖂 Unread 4 🖓 Read	Show deleted considered consid	ignments		
Send a consignn	nent	Inbox > HR				
San Inbox	14	AE:PL-85538-40717-WVSAW-27	e-sign	✓ 14 DNI 11:50 19 Ma	iy 2025	
> Sent	12	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Ap	pr 2025	
Drafts	17	AE:PL-85538-40717-WVSAW-27	temattit Image: body.txt Image: CERTUM-EHd5aadlb7-aa70	11:51 15 Ap	or 2025	
Removed	7	AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Ap	pr 2025	
		AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Ap	or 2025	
		AE:PL-85538-40717-WVSAW-27	temat Image: bodytxt Image: CERTUM-EI-deedef55-6691	12-44 1 Ap	pr 2025	
		AE:PL-85538-40717-WVSAW-27	ının	14:48 17 Ma	ar 2025	
TOOLS	- (R)-		Dody1xt			
USING THE MAILBOX		AE:PL-85538-40717-WVSAW-27	Wadomośc z podf The content of one consignment has been removed. Close	10:58 11 Ma	ar 2025	

Figure 67.1: Deletion of contents of received consignment - step 2..

STEP 3: In order for the User to be able to find the "digital envelope" or "digital advice note" that is left after deleting the content of the package and its evidence, they must go to the "*Removed*" folder in the Mailbox Management Panel.

e-Doręczenia	Q Search by consignment subject		⑦ ■ ⑧ 器 <u>გ</u>
Adam Nowak AE:PL-28449-25983-R0,HF-69 Charge malbox	Removed: envelopes and evidences Removed consignments do not contain content or attachments, but due to the nature of ERDS systems — and therefore the Certum eDelivery system the package itself and its evidences cannot be removed. Thus, as a result of removal, something in the vein of a "digital envelope" and "digital delivery notices" remuin.	×	CONSCIMENT DENTITIER CERTUR-HS-24867155-9765-488a-96cc-dde93a384cef • : consignment from Jan Kowalski
	C • : C Lest ayectronomation: 1210 16 May 2005 1/1 🗘 🔍	>	FROM & Jan Kowalski serr: 10:09 16-05-2025 GMT+0 More details
> Sent 1	Jan Kowałski consignment from Jan Kowałski 12:09 16	May 2025	🕲 see evidences Enable formatting 🔘
Drafts 2			This is a deleted consignment. The contents of this consignment and any attachments, if any, have been removed. Proof and other metadata are still available.
Removed 1			
(TOOLS) (*)			
Contacts 1			
∑ Mass consignments			
USING THE MAILBOX			

Figure 67.2: Deletion of contents of received consignment - step 3..

8.1.7 Content and additional information about the consignment

After selecting any consignment and optionally confirming receipt, the contents of the consignment will be presented on the right side along with additional information.

firmowa asseco AE:PL-71312-55342-ABCDE-33 Change mailbox [2]		Last synchronization: 14	127 19 May 2025	1 - 14 / 14 🗘 < >	Î ← 3/14 <	
		∞ All 14 🖾 Unread 3 🙆 Read	d 11	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-51f17686-579a-49ac-8dc0-fadfc5bbf064 👩	
Send a consignme	nt	Inhor HB			tematttt	
to Inbox	14	AE:PL-85538-40717-WVSAW-27	ss e-sign	✓ 14 DNI 11:50 19 May 2025	Rox: AETL-85538-40/1/-WVXW-27 23 SENT: 09:5115-04-2025 GMT+0 More details	
HR	1	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Apr 2025	See evidences Enable formatting €	
		AE:PL-85538-40717-WVSAW-27	temattt temattt	11:51 15 Apr 2025	temattt	
			Service CERTUM-EI-d6aad1b7-aa70		a 🔤 body.txt	
		AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025		
		AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025	CERTUM-EI-d6aadlb7-aa70-4136-b2b4-8792daf75la5_[1].pdf	
			body.bxt		(for Banky) (a) Economic	
		AE:PL-85538-40717-WVSAW-27	temat	12:44 1 Apr 2025	ro nepiy	
			body.txt CERTUM-EI-deedef55-6b9f			

Figure 68: Additional information about the consignment.

The selected consignment is highlighted in gray in the consignment list.

The consignment details are divided into the following sections:

- 1. "Navigation bar" using the greater-than and less-than sign buttons, you can navigate between mail;
- 2. "Consignment identifier" the individual number of each mail;
- 3. *"Consignment title"*;
- 4. "RECEIVED ON" the date of receipt of the mail (time, day, month, year);
- 5. "FROM" information about the sender of the mail;
- 6. *"More details"* mail information;
- 7. *"See evidences"* a button that allows you to download electronic evidence associated with consignment;
- "Enable formatting" if this option is enabled, it displays the consignment as customized by the sender. If this option is unchecked, the entire text is displayed in a string, with no division into paragraphs and lines;
- 9. "Consignment content" consignment content displayed as plain text and body attachment;
- 10. "*Reply*" and "*Forward*" buttons that allow you to reply or forward the consignment to another recipient."

Presented below are the consignment detail fields similarly labeled to the descriptive legend above.

e-Doręczenia	Q Search by consignment subject		() EN () ER &
Adam Nowak	C . Inst synchronization (2:09 16 May 2025	1/1 🗘 < >	← ① 1/1 < >
Change malbox	💀 All 1 🖾 Unread 0 🖓 Read 1	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-2e8671b5-9765-488a-96ce-dde93a384cef • 2 :
Send a consignment	Ian Kowalski consignment from Ian Kowalski test consignment from Ian	12:09 16 May 2025	mour. § Jan Kowalski sert: 10:09 16-05-2025 GMT+0 4 5 6 More details
> Sent 1	 Total Jan Total Jan Total Jan 		To see evidences
Drafts			est consignment from Jan Kowaiski
Removed			New test00002.pdf
- TOOLS			← Reply → Forward
Contacts 1			
>>> Mass consignments			
USING THE MAILBOX			
By using the product, you accept the Service I	Policy and the Terms of Service. Read about them in the <u>Repository</u>		

Figure 69: Content and metadata of the consignment.

If the User selects three dots next to the "*consignment identifier*" field, this will expand the action bar on the mail. Depending on the type of consignment, activities on the consignment may vary.

In the case of the below visible parcel, the actions that can be performed on it are:

- "Mark as unread";
- "Accept consignment";
- "Reject consignment";
- "Add or remove labels";
- *"Move to folder";*
- "Export (with attachments)";
- "Remove content";
- "Print".

e-Doręczenia		Search by consignment subject			(?) EN (©) 58 &
firmowa asseco AE:PL-71312-55342-ABCDE-33 💿	Last synchronizatio	r: M-50 19 May 2025	1-14/14 🗘 < >	∫ ← 3/14 <	
Change mailbox (2)	👓 All 14 🛛 Unread 3 🔒 R	ead 11	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-51f17606-579a-49ac-8dc0- tematttt	fadfc5bbf064 💿 :
S Inbox 14	Inbax> HR AE:PL-85538-40717-WVSAW-27	ss e-sign	▲14 DNI 11:50 19 May 2025	FROM: AEPL-85538-40717-WVSAW-27 🐻	Add or remove labels
HR 1	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	11:57 15 Apr 2025	(3) see evidences	Move to folder
	AE:PL-85538-40717-WVSAW-27	temattit temattit	11:51 15 Apr 2025	temattt	Export [with attachments] Remove content
	AE:PL-85538-40717-WVSAW-27	odrzucona	12:49 1 Apr 2025		Print
	AE:PL-85538-40717-WVSAW-27	temat tryb 1	12:46 1 Apr 2025	CERTUM-EI-d6aadlb7-aa70-41	b2b4-8792daf751a5_[1].pdf
	AE:PL-85538-40717-WVSAW-27	temat	12:44 1 Apr 2025	(5 kepty) (5 Forward	
- TOOLS	AE:PL-85538-40717-WVSAW-27	ttttt bodytxt	14:48 17 Mar 2025		
USING THE MAILBOX	AE:PL-85538-40717-WVSAW-27	wiadomośc z podpisem	10:58 11 Mar 2025		

Figure 70: Additional actions on the consignment.

"*More details*" in the content of the consignment.

If the User wants to check more information about the consignment, they must select the "*More details*" option in the active mail.

e-Doręczenia		Q Search by consignment subject		() EN (9) 55 S
Adam Nowak	Last synch	ronization: 1216 16 May 2025	1/1 🗘 < >	← 1/1 < >
Change mailbox	∞ All 1 🖂 Unread 1	🗟 Read 0	Show deleted consignments	CONSIGNMENT IDENTIFIER CERTUM-MS-cb401ae3-9c46-4891-818f-6911be1db76a 🍵
Send a consignment				consented consignment from Jan Kowalski
	Jan Kowalski	consented consignment from Jan Kowalski	14 DNI 12:16 16 May 2025	FROM: & Jan Kowalski SENT: 10:16 16-05-2025 GMT+0 More details
Inbox 1				
> Sent 1				🕲 see evidences
Drafts 2				
Pamouad 2 V				This is a read confirmation consignment [pre-delivery notice] [Consented]
(TOOLS) (*)				CONSIGNMENT.VIEW.CONSENTED.CONSENT_PENDING.DESCRIPTION
Contacts 1				Loan more shout consignments with one delivery potice
>>> Mass consignments				cean more about consignments with pre-delivery notice
USING THE MAILBOX				
Skrzynka e-Doręczenia Premium				
Packages Remains 299				
<1% 28 KB OF 50 GB				
By using the product, you accept the Service Poli	icy and the Terms of Service. Read about them in	the Repository		



It includes information such as:

- "FROM (Sender)";
- "TO (Recipient)";
- "RECEIVED ON" the date of receipt of the mail (time, day, month, year);
- "FOLDER" the name of the folder in which the mail is located;
- "CONSIGNMENT IDENTIFIER";
- "LABELS"
- "CONSIGNMENT MODE" information on whether it is mail with confirmation of receipt;
- "URGENT/OTHER MODE".

e-Doręczenia	Q Search b	/ consignment subject		() EN (8) 88 8
firmowa asseco AE:PL-71312-55342-ABCDE-33	- · · C Less synchronization 15.05 19 May 2021	CONSINMENT DETAILS e-sign	< >	← 1/14 < >
Change mailbox (2)	🚥 All 14 🖾 Unread 3 🔒 Read 11		consignments	33 FROM: AE-PL-85538-40717-WVSAW-27
Send a consignment	Inbox + HR	AE:PL-85538-40717-WVSAN-27	and the second se	SENT: 09:50 19-05-2025 GMT+0 More details
to Inbox 14	AE:PL-85538-40717-WVSAW-27	Add to contacts to (#contacts	19 May 2025	70 tee evidences
110 1	AE:PL-85538-40717-WVSAW-27 z potwier	g firmowa asseco AE:PL-71312-55342-ABCDE-33 €	7 15 Apr 2025	
nn.	AE:PL-85538-40717-WVSAW-27 temattit	SENT 0955038 19-05-2025 GMT+0 FOLDER	51 15 Apr 2025	
		x Inbox HR		This is a read confirmation consignment [pre-delivery notice] (Consented
	AE-PL-85538-40717-WVSAW-27 odrzucor	CERTUR-MS-5cc874d6-b622-4178-ab71-bcf87892ac15	49 1 Apr 2025	Signed)
	AE:PL-85538-40717-WVSAW-27 temat try		16 1 Apr 2025	There are 14 days left to read it After that, it will be opened automatically.
	AE:PL-85538-40717-WVSAW-27 temat	CONSENTED_SIGNED This is a consignment with reception advowledgment ungent / on-tens wate POUTINE CONFIDENT	44 1 Apr 2025	Open consignment
	D 10			Reject the consignment and give a reason
	AE.PL-85538-40717-WVSAW-27 ####	Close Actions :	8 17 Mar 2025	
TOOLS	D **			Learn more about consignments with pre-delivery notice
USING THE MAILBOX	AE-PL-85538-40717-WVSAW-27 wiadomc	śc z podpisem	10:58 11 Mar 2025	
By using the product, you accept the Service I				

Figure 72: Modal - "More details"

In order for the User to perform actions on mail here, which were described in the previous subchapters, they must select the option "*Actions*."

e-Doręczenia		Q Search by c	onsignment subject			() EN	88 8
firmowa asseco kE:PL-71312-55342-8800E-33 Deerge melitox [2]	C Last synchroniza	Read 11	CONSINMENT DETAILS e-sign		< >	Č 1/ ■	14 < >
Send a consignment finbox 14 R 1	Indox - HR AE-PL-85538-40717-WVSAW-27 AE-PL-85538-40717-WVSAW-27	z potwierd	IROU (BROKI) AE:IA-LSSS-46717-INVSAN-27 D Add to contacts propromismi & firmowa asseeco AE: PL-71312-55342-ABCDE-33 D SMT		9 May 2025 15 Apr 2025	Insu: All*Ce324+0/1-WYSAW2/1 Unit: 085019-05-2025 CMT+0 Size evidences	More details
	AE-PL-85538-40717-WV5AW-27 AE-PL-85538-40717-WV5AW-27 AE-PL-85538-40717-WV5AW-27	tematttt te odrzucona temat tryb	UPSCUB 91-05-2025 KMI +0 FOCKE INDUX + HR CONSIGNMENT CONTREM CERTURI HIS-Sec87446-6822-4178-ab71-bcf87892ac15 UREAS CONSIGNATION CONTREMENTION	Mark as read Mark as read Accept consignment Reject consignment Add or remove labels Mouse to folder	2025 2025 2025	This is a read confirmation consignment [pre-delivery in Signed] There are 14 days left to read it After that, it will be opened automatic	otice) (Consented
	AE:PL-85538-40717-WVSAW-27	temat	CONSENTED SOUTH EDUCATION ACKnowledgment Initia is a consignment with reception acknowledgment URGUNT / OTHERS MODE ROUTINE CONFIDENT	Export [with attachmen Print	its] / 2025	Reject the consignment and give a rear	son
TOOLS	AE:PL-85538-40717-WVSAW-27	uuu D == b	Close	Actions :	17 Mar 2025	Learn more about consignments with pre-deliv	ery notice
USING THE MAILBOX	AE:PL-85538-40717-WVSAW-27	wiadomośc .	z podpisem	10:58	11 Mar 2025		

Figure 73: Actions on the selected consignment.

Electronic proof related to the consignment

In the mail details, after selecting the option "*Proof for consignment*," a panel is displayed that allows you to download electronic proof for the selected consignment.

e-Doręczenia		Q Search by consignmen	nt subject			() EN () 88 &
firmowa asseco AE:PL-71312-55342-ABCDE-33 D Changemalbox [2]		unior: 15:27 19 May 2025	The second secon	-14/14 🗘 <	>	← 6/14 < > conscient entries CERTUR-IS-67/15710-550e-4aa4-91ce-a80d54782ddg ■ 2
Send a consignment	Inbox : HR	es est	Registered electronic delivery is a service providing evid only confirm actions of sending and receiving data, but a security of all processes. NOTE: The time presented in th universal time (Corenvicth time; UTC+0). More about evidences	ences that not to ensure the e evidences is 19 M	ay 2025	temat mxx AER-8538-4077-WVSAW-27 S sxr: 10-44 01-04-2025 CMT+0 More details
HR τ	AEPL-85538-40717-WVSAW-27	z potwierd temattit te temattit te	64428 0L042025 GMT+0 ontent Handover E1 64428 0L042025 GMT+0 ontent Consignment B1	~ 7 15 A	pr 2025 pr 2025	Sisce evidences Erable formating C
	AE:PL-85538-40717-WVSAW-27	odrzucona temat tryb	14422 0104 2025 GMT+0 onsignment Notification D3 14422 0104 2025 GMT+0 ubmission Acceptance A1	491A 161A	pr 2025 pr 2025	CERTUM-E1-deedet55-8b9f-4c3e-a0ib3-13e5472d927b.pdf
	AE:PL-85538-40717-WVSAW-27	temat tsar (a) Downlo	ad evidences: XML PDF	Close 441A	pr 2025	← Reply → Forward
TOOLS	AE-PL-85538-40717-WVSAW-27	tittit		14:48 17 M	tar 2025	
USING THE MAILBOX	AE-PL-85538-40717-WVSAW-27	wiadomośc z podpisem		10:58 11 M	lar 2025	

Figure 74: "Proof for consignment" Panel.

Proofs are generated for each event recorded in the e-Delivery system, which relates to the selected consignment. In the "*Proof for consignment*" panel, the saved proof is sorted according to the date it was created looking from the bottom to the top. The latest proof is always at the top. The panel allows you to download a single proof in XML or PDF format, or download all the proofs at once, in one of these formats in a ZIP package. To download a single proof, expand the proof information for the consignment.

	Proofs for consignment					
E	Registered electronic delivery is a service providing evidences only confirm actions of sending and receiving data, but also en security of all processes. NOTE: The time presented in the evid universal time (Greenwich time; UTC+0). More about evidences	that not isure the lences is				
	10:44:28 01.04.2025 GMT+0 Content Handover E1	^				
Î	J XML PDF					
	PROOF IDENTIFIER CERTUM-E1-7fb3d51b-254c-456d-a6a4-73443d0df35b					
	PROOF CREATION TIME 10:44:28 01.04.2025 GMT+0 The time presented in the evidences is universal time.					
	ISSUED BY					
	e-Doręczenia					
	10:44:22 01.04.2025 GMT+0 Content Consignment D1	~				
	10:44:22 01.04.2025 GMT+0 Consignment Notification D3	~				
D	10:44:22 01.04.2025 GMT+0 Submission Acceptance A1	~				
🕁 Dow	vnload evidences: XML PDF	Close				

Figure 75: Expand proof details for a specific consignment.

How do I download proofs for all consignment?

To download all the proofs in either XML or PDF format at once, at the bottom of the "*Proofs for consignment*" panel next to the text "*Download evidences*" select "*XML*" or "*PDF*." In this case, <u>DO NOT</u> expand the proof details for a single consignment and download the proof there. Only a <u>SINGLE</u> proof would be downloaded then.

8.2 Action II: Sending consignment

STEP 1: To send a consignment select the "*Sign a consignment*" option. A window will appear, where you can choose the sender of the consignment. In the "*TO*", field, enter the recipient's ADE address. In this field, you can also select the address of a person previously saved in "*Contacts*". To access the contacts in this view, click the "*books*" icon. It is also necessary to enter the subject of the message in the "*SUBJECT*" field. Next, in the "*Enter the text of the consignment*" field, type the content of the consignment.

e-Doręczenia	Q Search by consignment subject	····
Adam Nowak AE:PL-28449-25883-ROJHF-89 Change mailbox	Unit synchronization: (2011 Id May 2025	0/0 0 < >
Send a consignment	∞ All 0 🖂 Umread 0 🖨 Read 0	Show deleted consignments
🕞 Inbox	New consignment	:: = ×
🏷 Sent	T0: Select or specify senders	2
Drafts	BUBLIECT: Enter a subject	
Removed	Enter the text of the consignment	
>>> Mass consignments		
USING THE MAILBOX	Valey and the Torms of Service. Read about them in the <u>Inconstance</u>	i

Figure 76: Sending a consignment – Step 1.

STEP 2: After opening the contacts, you can select a recipient saved in the address book.

← Contacts									New contact	:
All 1 @ Public institution 8		Institution or non-public comp	Dany 0 & Individual 0							
Q Search by name, Taxpayer Identification	on N									
Name	0	NIP, REGON No. or	Address	ADE	Changed	Ŷ				
🖇 Jan Kowalski				AE:PL-46702-39521-RLHXZ-69 📵	kiika sekund temu		۹ 🛃	۵		

Figure 76.1: Sending a consignment – Step 2.

STEP 3: If the User has previously sent a consignment, clicking in the "*TO*" field will trigger a suggestion. Here, the user can also use the "*Select from contacts*" and "*Add contact*" options.

ATTENTION!

It is not possible to send a consignment to yourself.

e-Doręczenia		Q Search by consignment su			 () EN (8) 88 2	
Adam Nowak AE:PL-29449-25883-R0JHF-89	Last synchronizz	tion: 12:02 16 May 2025				0/0 0 < >
Send a consignment	🚥 All 0 🛛 Unread 0 🔒	Read 0				Show deleted consignments
lnbox			New consignment			:: _ ×
> Sent			то: Şelect or sp	ecify senders		8
Drafts			🖑 Jan Kowalski			ADE: AE:PL-46702-39521-RLHXZ-69
C Removed			Wybierz z Ko	ntaktów		
			Add contact			
Contacts 1						
>>> Mass consignments						
USING THE MAILBOX			Send >>	Registered V	0	:
By using the product, you accept the Service Pol	licy and the Terms of Service. Read about them in the J	epository			9	·

Figure 76.2: Sending a consignment – Step 3.

STEP 4: If the User has not yet verified the selected contact in the "*Public address register*", a message will appear indicating that the user can use the "*Verify*" option or it will be done automatically during mail sending.

STEP 5: When creating a consignment, it is necessary to provide the consignment subject and content.

e-Doręczenia	Q Search by consignment s	subject	(?) EN (8) 88 &
Adam Nowak	🗆 👻 🗄 Less synchronization: 1202 16 May 2025		0/0 0 < >
Change mallbox	👓 All 0 🖂 Unread 0 📾 Read 0		Show deleted consignments
Linbox		test consignment	∷ = ×
⊳ Sent		TO: (2 Jan Kowałski 😵 Select or specify senders	2
Drafts		SUBJECT: test consignment	
Removed		test consignment	
TOOLS			
Contacts 1			
>>> Mass consignments			
USING THE MAILBOX		Send > Q Registered ~ Q	
By using the product, you accept the Service Po	icy and the Terms of Service. Read about them in the <u>Repository</u>		

Figure 76.4: Sending a consignment – Step 5.

STEP 6: Additionally, attachments can be added to any consignment. This is done using the paperclip icon at the bottom of the panel. After clicking it, a window will appear where you must select the file to be attached.

NOTE: Keep in mind that the attachment must meet the following criteria:

- it must be within the limit of *up to 25 files*;
- attachments should not have the same content (even if they have different names).
- the attachment's character encoding should be UTF-8;

The message will also list the allowed file extensions and guidelines for the attachment name.

e-Doręczenia	Э		Q Search by consignment	t subject		⑦ № @ ೫ ೭
firmowa asseco AE:PL-71312-55342-ABCDE-33	•	🗆 👻 🕴 🕐 Last synchron	zation: 15:40 19 May 2025			1-14/14 🗘 < >
Change malbox (2)	ent	👓 All 14 🖂 Unread 3 🕯	à Read 11			Show deleted consignments
Dinbox	14	Inbox > HR AE:PL-85538-40717-WVSAW-23	🥴 e-sign			14 DN 11-50 19 May 2025
🎘 Sent	12	AEPL-85538-40717-W/VSAW-27	z potwierdzniem	New consignment	ife a some direct	×
Drafts	17	AEPL-85538-40717-W/VSAWI-27	temattit temattit	M JOC Sensor of shore	лү за маз	8
Removed	7	AEPL-85538-40717-W/VSAW-27	odrzucona	SUBJECT: Enter a subjec		
		AE:PL-85538-40717-WV\$AW-27	temat tryb I	Enter the text of the co	Adding attachment to the consignment: maximum motion of files: 25 the size of the consignment with attachments cannot exceed IO0 MB added attachments cannot have the same content, even if they	
(T00LS)		AEPL-85538-40717-W/VSAW-27	ternat teamitt	SF	have different names Allowed exemision for anachmens are lot, nf pail, och, och, och, och, xk, par dock, xks, ponc, civi, jog, jong, tit titt, geotit, ang, sing, wav, mpJ, avi, mpg, mpeg, mp4, mpag4, m4a, ogg, ogv, zja,	
Contacts	3	AEPL-85538-40717-W//SAW-27			ter, ge, grap, i.e., zap, pa All attachment names must be unique within the consignment. They cannot contain characteris: «#IIAT+«///IJI. They must be encoded in UTF-8 format. The file name cannot be empty. The	
22P Mass consignments		AEPL-85538-40717-W/VSAW-27	władomośc z podpisem	Send >>	Insigh of the name with the entension cannot encoded 235 characters (including encoding).	:
By using the product, you accept the		y and the Terms of Service. Read about them in th				

Figure 76.5: Sending a consignment – Step 6.

STEP 7: Select the file that will be attached to the consignment. Remember that the attachment must meet the criteria mentioned above.

🥝 Otwieranie			×
$\leftarrow \ \ \rightarrow \ \ \land \ \ \uparrow$		~ C Prz	eszukaj: Pobrane 🔎
Organizuj 🔻 🛛 Nov	vy folder		≣ ▾ 🔲 😲
> 📁 OneDrive - Pers	si Nazwa	Data modyfikacji	Typ Rozmiar
	∨ Dzisiaj		
📒 Pulpit 🏾 🖈	👌 Dokumenty do podpisu	05.06.2024 10:25	Adobe Acrobat D 27
🚽 Pobrane 🛛 🖈	> Wczoraj		
🔤 Dokumenty 🖈	> W ubiegłym tygodniu		
Nobrazy 🖈	> W ubiegłym miesiącu		
👩 Muzvka 🔹	> Wcześniej w tym roku		
💟 Wideo 🖋	> Dawno temu		
Zrzuty ekranu			
1	Nazwa pliku:	✓ Pli	ki niestandardowe 🗸 🗸
	C.		Otwórz Anuluj

Figure 76.6: Sending a consignment – Step 7.

Make sure that the attached file is saved with UTF-8 encoding. Otherwise, when rendering the preview, Polish characters may display incorrectly.

Example: preview of a file saved with ANSI encoding.

e-Doręczenia	Q Search by consignment subject		
Adam Nowak AE:PL-20449-25803-R0JHF-09 Change malbox	Last synchronization: 12:04 16 May 2025	0/0 ≎ < >	
Send a consignment	∾ All 0 S Unread 0 G Read 0 test	consignment C = X	15
Linbox	το:	Lan Kowalal Select or specify senders	
Drafts 1	508.	ECT: test consignment	
Removed	test	consignment	
Contacts 1			
>>> Mass consignments		w test00001pdf Sign Add description	
USING THE MAILBOX	cy and the Terms of Service. Read about them in the <u>Repository</u>	end 🎘 🙆 Registered 🗸 🖉	

STEP 8: After selecting the file, it will be added as an attachment.

Figure 76.8: Sending a consignment – Step 8.

STEP 9: A text description can be added to each attachment. To do this, select the "*Add Description*" option located next to the attached file name. After selecting this option, a panel will appear allowing you to enter a description.

e-Doręczenia	٩	Search by consignment sub	ject		() IN () III &
Adam Nowak	🗆 🗸 : C Last synchronization 12	04 16 May 2025			0/0 🗇 < >
Change mailbox	👓 All 0 🖾 Unread 0 🖨 Rea	Attachment descriptic	n		Show deleted consignments
Send a consignment		test00001.pdf			∷ _ ×
		Enter attachment description	E		8
🏷 Sent					
Drafts 1					
Removed					
				4	
TOOLS		Cancel	Remove	Save	
Contacts 1					
8 Mass consignments			Nor test00001.pdf Sign Add description		
USING THE MAILBOX					
By using the product, you accept the Service Pol			Send > Registered > U		1

Figure 76.9: Sending a consignment – Step 9.

STEP 10: After adding the description, select the "*Save*" option to confirm it. The description will appear next to the name of the added attachment.

e-Doręczenia	Q Search by consignment	subject	(7) EN (8) 88 S.
Adam Nowak	Last synchronization: 1205 16 May 2025		0/0 0 < >
Send a consignment	🗙 All 0 🗵 Unread 0 🚔 Read 0	test consignment	Show deleted consignments C = X
		TO: 2 Jan Kowalski Select or specify senders	2
> Sent		SUBJECT: test consignment	
Drafts 1		test consignment	
Removed		von eeringenieu n	
Contacts 1			
>>> Mass consignments		Per test00001.pdf Sign text file Edit description	
USING THE MAILBOX	cy and the Terms of Service. Read about them in the <u>Becouldray</u>	Send 🆻 🙆 Registered 🗸 🖉	:

Figure 76.10: Sending a consignment – Step 10.

STEP 11: Attachments can also be electronically signed. To do this, use the "*Sign*" option. Selecting it will start the digital signing process. You must choose the type of qualified signature that should be used to sign the attachments.

e-Doręczenia			Q Search by consignmer	it subject		() en (e) 58 <u>8</u>
firmowa asseco		Last synchroniz	ation: 15:46 19 May 2025			1 – 14 / 14 👙 < >
Change mailbox [2]		🚥 All 14 🖂 Unread 3 🔒	Read 11			Show deleted consignments
Send a consignment	nt	Johne - LiR		Sign the attachment with a		
🚨 Inbox	14	AE:PL-85538-40717-WVSAW-27	e-sign	qualified signature		□ = ×
> Sent	12	AE:PL-85538-40717-WVSAW-27	z potwierdzniem	SimplySign		8
Drafts	18	AE:PL-85538-40717-WVSAW-27	tematttt temattt	Electronic signature in SimplySign cloud		
			body.txt			
Removed		AE:PL-85538-40717-WVSAW-27	odrzucona	Local signature		
		AE:PL-85538-40717-WVSAW-27	temat tryb 1	Insert the card into the reader connected to your device		
			a na body.txt	I do not have a signature		
		AE:PL-85538-40717-WVSAW-27	temat teamttt	Purchase an electronic signature		
TOOLS	8-		🚺 🚥 body.txt			
Contacts		AE:PL-85538-40717-WVSAW-27	tttttt	Abort the signing process		
Mass consignments			body.txt		L1_[1].pdf Sign Add description ①	
USING THE MAILBOX	*	AE:PL-85538-40717-WVSAW-27	wiadomośc z podpisem	Send > 😥 Registered >	Q	:
By using the product, you accept the	Service Policy	and the Terms of Service. Read about them in the	Repository			

Figure 76.11: Sending a consignment – Step 11.

STEP 12: An added attachment can be removed using the "*Removed*" option. A window will appear asking "*Are you sure you want to remove the selected attachment?*". Depending on your intention, select either "*Cancel*" or ,"*Remove*".

e-Doręczenia	c	Search by consignment s	ubject		() EN (9) 88 &
firmowa asseco AE :PL-71312-55342-ABCDE-33 💿	Last synchronization	r: 15:47 19 May 2025			1-14/14 🗘 < >
Change malbox (2)	🕫 All 14 🖾 Unread 3 🔒 Re	ead 11			Show deleted consignments
Send a consignment	Informa LED				
lnbox 14	AE:PL-85538-40717-WVSAW-27	ss e-sign	New consignment		∷ _ ×
Sent 12	AE:PL-85538-40717-WVSAW-27	z potwierdzr	the attachment?		8
Drafts 18	AE:PL-85538-40717-WVSAW-27	tematttt tem	the attachment?		
		are you s	ure you want to remove the selected attachment?		
Removed 7	AE:PL-85538-40717-WVSAW-27	odrzucona Cancel	Remove		
	AE:PL-85538-40717-WVSAW-27	temat tryb 1			
		body.txt			
	AE:PL-85538-40717-WVSAW-27	temat teamttt			
(TOOLS) (*)-		🚺 🚥 body.txt 📃 🕶			
Contacts 3	AE:PL-85538-40717-WVSAW-27	ttttt			
S Mass consignments 1		a na body.txt	SimplySign-eID-instrukcja-uzytkownika-1.1_[1].pdf Sign Ac	dd description	
USING THE MAILBOX	AE:PL-85538-40717-WVSAW-27	wiadomośc z podpisem	Send > Registered > Q		

Figure 76.12: Sending a consignment – Step 12.

Delivery method

STEP 13: The final stage of sending a consignment is choosing the delivery method. This is done using the dropdown list located at the bottom right of the panel.

Delivery methods:

- "Registered" default mode,
- "Registered with confirmation",
- "Registered with e signature".

The selected option will be highlighted, and the information about the chosen mode will appear in the bottom section of the window.

e-Doręczenia	Q Search by consignment	t subject		⑦ EN ⑧ 88 ዿ
Adam Nowak	C + C List synchronization: 12:03 16 May 2025			0/0 0 < >
Send a consignment	😋 All 0 🖂 Unread 0 🔒 Read 0			Show deleted consignments
lnbox		test consignment		∷ – ×
🏷 Sent		TO: S Jan K	owalski 📀 Select or specify senders	2
Drafts		SUBJECT: test consig	Select the delivery method. More about confirmation	
C Removed		test consignment	Concept Con	
TOOLS			Registered with confirmation Like a registered letter with confirmation of receipt. Choose if you need an electronic proof of receipt or rejection	
Mass consignments			Registered with e-signature Like a registered letter with confirmation of receipt. Choose if you need a proof of receipt or rejection signed with an electronic signature	
USING THE MAILBOX	cy and the Terms of Service. Read about them in the <u>Repository</u>	Send >>	Registered A	I

Figure 76.12: Sending a consignment – Step 13.

STEP 14: After selecting the delivery method and clicking the "*Send*" option, the mail will be sent to the recipient. A confirmation message will appear at the bottom of the page.

e-Doręczenia	Q Search by consignment subject ····	(?) EN (Q) 88 &
Adam Nowak	C v : C Less synchronization 12:05 16 May 2025	0/0 0 < >
Send a consignment	🐼 All 0 🖂 Unread 0 🖨 Read 0	Show deleted consignments
🏷 Sent		
Drafts		
C Removed		
TOOLS	This folder is empty	
Contacts 1		
>>> Mass consignments		
USING THE MAILBOX	Consignment and Class	
By using the product, you accept the Service Poli	consignment and Coole	

Figure 76.13: Sending a consignment – Step 14.

If the User attempts to send a consignment without content, an appropriate notification will appear: "*Enter the text of the consignment*". Sending a consignment without content is not possible in the e-Delivery service.

e-Doręczeni	а	c	Search by consignment s	ubject ••• 💿 🛤 🕲 😫 🙎
Paweł Wojta		Last synchronization	: 15:53 19 May 2025	1-30/30 ♀ < > 🗍 ← 1/29 < >
Change mailbox (2)		All 30 🔺 Problems 0 🔘 Dur	ing sending 1 🛛 🕑 Received	24 © Rejected 5 CCERTUM-MS-Sec87465-b622-4170-ab71-bcf87892ac15 e
Send a consignm	ent			e-sign
		AE:PL-71312-55342-ABCDE-33	title1	15:52 19 May 2025 To: AE:PL-71312-55342-ABCDE-33
lnbox	5		📑 👓 body.txt 🔁 🕶	test001 🖸 🗕 🗙
> Sent	30	AE-PL-71312-55342-ABCDE-33	e-sign e-sign	TO: AFPL/71312-55342 ABCDE-33 Select or specify senders
Drafts	15		a 🚥 body.txt	anner a shore i sourana
Removed	8	AE:PL-71312-55342-ABCDE-33	ttile	SUBJECT: test001
			body.txt	
		AE-PL-71312-55342-ABCDE-33	z potwierdzniem	Enter the text of the consignment
			a 🚥 body.txt	
TOOLS	8	AE:PL-71312-55342-ABCDE-33	tematttt	
Contacts	2		🚺 🚥 body.txt	
Mass consignments	1	AE:PL-71312-55342-ABCDE-33	odrzucona	The field is second of
USING THE MAILBOX			a ter body.txt	
		ALDI 71713 55743 ADODE 77	termet terde 1	Send > Registered > Q
https://edoreczepia.int.certur	nl/PL-8552	8-40717-WUSAW-27/draft/list them in the Repo		

Figure 77: Sending a consignment without Content.

8.2.1 "Sent" folder.

After navigating to the "*Sent*" folder, all consignments sent from the active mailbox will be displayed.

Using the buttons located above the list of consignments, you can filter the items according to the following categories:

- "All";
- "Problems";
- "During sending";
- "Received";
- "Rejected".

When a consignment is selected from the list, its details will be displayed.

e-Doręczenia		Q Search by consignment subject		 ⑦ ⊧N ⑧ ೫ ೭
Adam Nowak	🗆 🖌 🗄 C Last synchron	zation: 12:05 16 May 2025		1/1 0 < >
Change mailbox	All 1 🔺 Problems 0 🚳	During sending 0 🤡 Received 1 😑 Rej	ected 0	
Send a consignment	Jan Kowalski	test consignment		12:06 16 May 2025
🔛 Inbox		body.txt 📴 🖬 test00001.pdf		
Sent 1				
Drafts				
Removed				
-(TOOLS)				
Contacts 1				
E≫ Mass consignments				
USING THE MAILBOX				
By using the product, you accept the Service Po	licy and the Terms of Service. Read about them in the	Repository		
			~ · · ·	



8.2.2 Actions related to consignments sent



Adding labels to consignments in the "*Sent*" folder is done the same way as in the "*Inbox*" folder. To start the process of adding or removing a label, select the "*Add or remove labels*" option and tag the mail with the previously created label. This option is described in more detail in earlier chapters.

e-Doręczenia		Q Search by consignment subject	 () EN (6) 88 &
Adam Nowak AE:PL-20449-25883-R0JHF-89	Last synchrone Kodd or remove labe	zation: 12:30 16 May 2025 \$	1/1 0 < >
Send a consignment	All 1 @ Print	ng sending 0 🤮 Received 1 😑 Rejected 0	
Inbox 1	Jan K 🖯 Remove content	test consignment test consignment	12:06 16 May 2025
Sent 1			
Drafts 2			
TODIS			
Contacts 1			
S≫ Mass consignments			
USING THE MAILBOX			
By using the product, you accept the Service Polis	cy and the Terms of Service. Read about them in the	Repolitory	

Figure 79: Adding or removing a label to/from a sent consignment.

"Print"

Selecting this option allows you to print the content of a given consignment. Printing consignments in the "*Sent*" folder works the same way as in the "*Inbox*" folder. To start the process of adding or removing a label, select "*Print*" option. You can then print the message as you would print a standard document, or save the message content to your device as a PDF file. This option is described in more detail in earlier chapters.

e-Doręczenia	э			Search by consignment subject		 ⑦ EN ⊗9 88 &
Adam Nowak AE:PL-28449-25883-ROJHF-09		× :	C Last synchronizati	n: 12:10 16 May 2025		1/1 🗘 < >
Change mailbox	All	6	Print	ng sending 0 🥥 Received 1 😑 Rejecte	d 0	
		Jan K 🗇	Remove content	test consignment test consignment.		12:06 16 May 2025
Sent	1					
Drafts	2					
U kemoved						
TOOLS						
Contacts	1					
USING THE MAILBOX	-(*)-					
By using the product, you accept the	e Service Policy and the	Terms of Servi	ce. Read about them in the <u>Re</u>			
				Figure 80: Printing	g a Sent consignment.	

"Remove content"

Selecting this option will move the selected consignment to the "*Removed*" folder. This option in the "*Sent*" folder operates the same as it does in the "*Inbox*" folder. This option is described in more detail in earlier chapters.

e-Doręczenia		Q Search by consignment subject	 () EN (8) 88 &
Adam Nowak AE:PL-20449-25803-R0JHF-09 Change malbox	C Last synchronia	stor: 1210 16 May 2025	1/1 0 < >
Send a consignment	All 1 Print Jan K Remove content	test consignment test consignment	12:06 16 May 2025
Sent 1		🖻 🚥 body.txt 🛛 🎦 👐 test00001.pdf	
Drafts 2			
Contacts 1			
USING THE MAILBOX			
By using the product, you accept the Service Poli	cy and the Terms of Service. Read about them in the		



8.3 Action III: Drafts

A consignment can be saved for later sending. To do this, in the mail creation mode, select the "*Save*" option. To save the consignment, at least the subject must be entered.

e-Doręczenia			Q Search by consignment subject		0 IN 🕲 8 Å
firmowa asseco	□ • I				1 - 18 / 18 🗘 < >
Olarge malloc [2]	Draft	N= SimplySign-eiD-Instrukcja-u			15-47 19 May 2025
Send a consignment	Doft	Fwd: temattt			11.53 15 Apr 2025
inbox 15		D - CIRTUM-O-G6aadB2-aa70			
> Sant 12	To AE.PL-85538-40777-WVSAW-27 .	Re: temat			12:45 1 Apr 2025
Drafts 18	Daft	Fwd: temat			12:451 Apr 2025
Removed 7		CERTUM-EI-deeder55-68/9/			
	Draft	Fved: przesyłka Image: Bark_Swiatowy_report.pdf			14.52 3 Mar 2025
	Draft	Fwd: przetyłka			11.18 27 Feb 2025
	To AEPC-85538-40707 WVSAW-27,	Re: testy 27022025			10:02 27 Feb 2025
		Bark_Swiatowy_raport.pdf			
	Draft	Fwd: testy 27022025			10.02 27 Feb 2025
	Draft	Fwd: test z potwierdzeniem		New consignment	
	Draft	Fwd: test z potwierdzeniem		TO. Rewy Matt 1 Select or specify senders	
	To AEPL-85538-40707-WVSAW-27,	Re: test z potwierdzeniem			
	To Dominik towczynowski ,	Re: Test przesyłki		SUBJECT: Enter a subject	
	To Dominik Łowczynowski ,	Re: Test przesyłki		The field surgued	
	To Dominik towczynowski .	Re: Test przesyłki			
	To Dominik towczynowski .	Re: Test przesyłki			
	To Dominik bowczynowski,	Re: Test przesyłki			
(1013)	Draft	Fwd: Test przesyłki			
Contects 2	To Dominik Łowczynowski ,	Re: Test przesyłki			
23 Mass consignments					
USING THE MANJOX (*)					
Factory Remain II					DEATT
<1% 4 MB OF 4 GB				Send D Q Registered -	E save
By using the product, you accept the Service Policy	and the Tarms of Sonica. Read about them in the <u>Record</u>				

Figure 82: Consignment Content Editor.

The saved consignment I can be later found in the "*Drafts*" folder. Upon opening the draft, you can also see the time it was saved. From this view, you can continue editing the message, send it using the "*Send*", save it again after editing using the "*Save*" option or remove it by selecting the "*Trash bin*" icon.

e-Doręczenia			Q Search by consignment subject		***		() IN () II 8
firmowa asseco	□ v 1						1-18/18 🗢 < >
A2:92-71312-93542-A800E-33	Daft	🛐 🚥 SimphySign eiD instrukcje u.					15-47 19 May 2025
Send a consignment	Duft	Fwd tomatti					11.53 15 Apr 2025
🖓 Mox 11		CRTUM-D-064adtb7-aaN					
🕞 Sere 12	To AEPL-85538-40717-WVSAW-27,	Re: tomat					12:45 1 Apr 2025
D Deates 10	Duft	Fwd: temat					12:45 1.4pr 2025
C market in		D CDITUM-E)-deede655-68/A					
U Hemoved /	Draft	Find: przesyłka					14.52 3 Mar 2025
	Duft.	Fwet pozenvika					1118 27 Feb 2025
		D - Bark, Światowy, raport.pdf					
	To AEPL-85538-40717-WVSAW-27,	Re: testy 27022025					10:02 27 Feb 2025
		Bre Bark_Swatowy_report.pdf	Remove draft?				
	Duft	Fwd: testy 27022025					
	Duft	Fwd. test z potwierdzeniem	Do not remove	Remove		New consignment	0 = ×
	Datt	Fwd: test z potwierdzeniem				TQ: Select or specify senders	
	To AE.PL-85538-40777-WVSAW-27 .	Re: test z potwierdzeniem				SLG.SCT: Triter a subject	
	 To Dominik Łowczynowski , 	Re: Test przesyłki					
	To Dominik Lowczynowski ,	Re: Test przesyłki					
	To Dominik Lowczynowski ,	Re: Test przesyłki					
	To Dominik Lowczynowski ,	Re: Test przestyłki					
	To Dominik Lowczynowski ,	Re: Test przesyłki					
(100.5) (8)-	Duit	Fwd: Test przesyłki					
Contacts 2	To Dominik Lowczynowski,	Re: Test przesyłki					
22 Mass consignments							
USING THE MALBOX							
Skrzynka e-Doręczenia Free - przedłudenie						🕞 🛩 Simplifigmet)-Immuloj-uzutiownika-U, jilpot Sign Addiescription 👔	
Pachagen Revails II							
Ry using the product, you accept the Service Policy						Send 🖻 😡 Registered 👻 🖉	1

Figure 83: Removing a consignment Draft.

8.4 Action IV: Removing consignments

After navigating to the "*Removed*" folder, you gain access to the "*digital envelopes*" and "digital delivery *notices*" that remain after the content of a consignment has been removed. This topic is described in more detail in earlier chapters.

NOTE:

Removed consignments retain only the evidence and metadata related to the selected consignment. They do not contain the actual content of the consignment.

By selecting a consignment, you can access the metadata and evidence related to it.

e-Doręczenia	Q Search by consignment subject			() EN (8) 88 8
Adam Nowak AE:(K-20469-2580-10.007-89 Compensation Send a consignment (m) Inbox	Removed: envelopes and evidences Removed consignments do not contain content or attachments, but due to the nature of ERDS systems – and therefore the Certum eDelive the package itself and its evidences cannot be removed. Thus, as a result of removel, something in the vein of a "digital envelope" and "digital notices" remain.	ry system — tal delivery	× >	← 1/1 < > CONCOMMENT EXENTIFIE CERTUM-MS-200671b5-9765-489a-96ce-dde93a384cef to : consignment from Jan Kowalski rmm: à Jan Kowalski san: 10:09 16-05-2025 CMT-0 More dealsis
> Sent 1	Jan Kowalski consignment from Jan Kowalski	12:09 16 May	2025	🕲 see evidences Enable formatting 💽
Drafts 2 Removed 1				This is a deleted configurent. The contents of this consignment and any attachments if any, have been removed. Proof and other metadata are still available.
(TOOLS) (*)				
Contacts 1				
>>> Mass consignments				
USING THE MAILBOX				
By using the product, you accept the Service Po	cy and the Terms of Service: Reed about them in the <u>Reportiony</u>			
	Figure 84: Folder – "Removed"	' .		

8.5 Action V: Exceeding mailbox capacity

The size of each sent and received consignment contributes to the total usage of mailbox space, which can lead to exceeding the subscribed mailbox limit.

To prevent this, the system notifies the user about mailbox space usage through messages on the homepage and notifications sent to the e-mail:

>> notification about nearing the mailbox limit

>> message about reaching the mailbox limit

ATTENTION!

Exceeding the maximum capacity will make it impossible to send or receive consignments from non-public entities.

Consignments received (from any sender) that do not cause the mailbox to exceed capacity are treated as **subscription consignments**.

If a consignment from a non-public sender causes the mailbox to exceed its capacity, it will still be received. Such a mail will have a retention period set according to the service configuration (e.g., 30 days), regardless of the current mailbox subscription. These are referred to as **over-subscription** consignments.

If a consignment (from a sender that is a public institution) causes the mailbox to exceed its capacity, it will still be received and treated as a **subscription** consignments.

The retention period of over-subscription consignments can be changed to the subscription period after freeing up space in the mailbox. This change must be made by the user.

Mailbox space can be freed by upgrading to a higher subscription plan and/or deleting existing consignments from the mailbox.

9 Consignment Finder

Both received, sent, and removed consignments can be searched. This is done using the search panel located at the top of the page. By default, the search is performed within the subject of the consignment.

e-Doręczenia		Q. Search by consignment subject		⑦ EN ⑧ 88 ዿ
Adam Nowak AE:PL-20449-25883-R0JHF-89	······································	chronization; 0: 09 16 May 2005		1/1 0 < >
Send a consignment	👓 All 1 🖾 Unread 1	📾 Read 0		Show deleted consignments
Inbox 1	Jan Kowalski	consignment from Jan Kowalski		12:09 16 May 2025
> Sent 1				
Drafts				
C Removed				
- TOOLS (8)				
Contacts T				
8 Mass consignments				
USING THE MAILBOX (*	ce Policy and the Terms of Service. Read about the	n is the <u>Reportance</u>		
		Figure 85: Global consignment finde	r.	



Consignments can be searched using either basic or advanced methods. The basic method involves entering keywords into the search panel. The advanced method involves enabling the advanced search option and defining specific search criteria. The next two subsections present both search methods.

9.1 Basic search

ve-Doreczenia			Q test	Search 🗙	O PM 🏶 😫 g
firmowa asseco	🗌 👻 🗄 🕐 Last synchronization	r 104-20 May 2025	test		1-15/15 🤤 < >
AE-PL-71312-55842-48036-33	💀 🗚 13 🖂 Unread 4 🔒 Re	ead 11	test VS.01		Show deleted consignments
📧 Send a consignment	~		Advanced search	Create rule	
to inbox 15	AER-85538-40717-WVSAW-27	tester			15:52 19 May 2025
		- motor - autoration-manager			
74 ·	AEPt-85538-40707-WVSAW-27	😐 e-sign			#14 DNL 11:50 19 May 2025
	AEPL-85538-40707-WV5AW-27	z potwierdzniem			1157 15 Apr 2025
	AEPC-85538-40707-WV5AW-27	temattit			1151 15 Apr 2025
		bodyzet 📴 CERTURH-EH-disasetib7-aa7			
	AEPL-85538-40717-WV5AW-27	odrzucone			12+891 Apr 2025
	AEPL-85538-40717-WVSAW-27	temat tryb 1			12-46 1 Apr 2025
		bodytet			
	ALPL-85538-40717-WVSAW-27	ternat			12-44 1 Apr 2025
		bodytet E-CERTUM-EI-deeder55-6b9			
	AEPL-85538-40717-WV5AW-27	10000			14:48.17 May 2025
		D - bodytet			
	AEPC-85538-40717-WV5#W-27	władomośc z podpisem			10.58 II Mar 2025
		bodytet CESTUM-E3-60205ae8-7047.			
	AE/RL-85538-40717-WV5/WV-27	ternat			14.22 6 Mar 2025
		body.tet			
	AERL-85538-40717-WVSAW-27	testy 03032025			15:04 3 Mar 2025
		Dody.tet Dod			
	AEPL-85538-40717-WV5AW-27	przesylka			10.04 27 Feb 2025
(101.5)		📑 🖷 bodyzet 📴 Bank_Swiatowy_raport.pdf			
Contacts 2	AER-85538-40707-WV54W-27	testy 27022025			10.00 27 Feb 2025
3 Mess consignments		body/tel			
USING THE MALBOX	AE9%-85538-407/7-WVSAW-27	test z potwierdzeniem			11.21 14 New 2024
Skrzynka e-Doręczenia Free - przeckużenie		bodyze			
Packages Parnales 85	AER-85538-40707-WV5AW-27	ternatyy			11:09 14 Nov 2034
<1% 4 MB OF 4 GB					

STEP 1: To use basic search, simply type keywords into the search panel and press Enter.

Figure 86: Basic consignment search – Step 1.

STEP 2: The list of consignments will be filtered to display only the matching results.

Copyright © Asseco Data Systems S.A.

e-Doręczenia			Q test	Search 🗙	() 🕫 📵 😫 💩
firmowa asseco	Search results: II Consignments Our	nge criteria			Create a rule End search
AE-71-71312-55342-ABCDE-23	- · ·				1-11/11 🗘 < >
Send a consignment	Inform	testy 63032025			15.04 3 Mar 2025
Q Search results		■ bodyne ■ ct#TuM-t1-35/75/52-a284			
inbox 15	Inbox AEPL-85538-40717-WVSAW-27	hesty 27822005			10:00 27 Feb 2005
🏷 Sent 🛛 🗤		bodyb#			
Drafts 11	Inbox AEPI-85538-40707-WVSAW-27	test z potwierdzeniem			112134 Nov 2024
Removed 7		bodyns			
	Sert Dominik Lowczynowski	test2 test2			13.36 D4 Apr 2004
	Ramoval Dominik towczynowski	Test przesyłki			12.25 18 Mar 2024
	Sert 🕒 👻 Dominik Łowczynowski	Re: Test 34567			11.28 (7 Jan 2024
	Removed Dominik Łowczynowski	Tex 34567			1186 (7 Jan 2004
	Sent Dominik Łowczynowski	test 12			752 (7 an 3024
	Sent	testy 2			15.08 I Aug 2023
- (1023)	Sont	testy 2			508 I Aug 2023
Contacts Mass consignments	Sent nowy test 1	testy			14-42 1 Aug 2003
USNO THE MALBOX		📓 🚥 bodystet 🛛 🧕 🖛 scenariusze.pdf			
Free - przedłużenie Charge pier					
<1% 4 MB OF 4 CB					

Figure 87.1: Basic consignment search – Step 2.

9.2 Advanced search

STEP 1: To use the advanced search option, activate the search panel and select "*Advanced search*".

e-Doręczenia			Q tost	Search X	0 = 0 II S
femowa asseco ac-n. rozo 3040 alcos 30 🖷 Ownermelles (2	Search multa II Consignmenta Change otteria				Crosses anale
	□ • 1		🖸 101 K.B.		t−n/n 🤤 🤇 >
Send a consignment	A5:91-80538-40713-WV5AW-27	Nexty 63532605	+++ Advanced search	Create rule	16.4 5 Mar 2015
Q Search results		- motor			
Dirbox 11	ALPL-85538-40717-WV5AW-27	tersty 27022005			10.00.27746.2025
D owns =	Here AL PL-05530-40717-WV5AW-27	test 2 potwierdamiem			H21 M Nov 2004
Tenned y Tenned y Tenne y Tenne y Tenne y Tenne y	bert	eos2 mm2			15.56 SA Apr 2004
	Renami Dominik kowczysowski	B - bookse			1225 8 May 2026
	Saret	Re Test 34567			0.00 Tan 2004
	Ramonal Dominik Lowszyrowski	Text 34567			10.0 f Jay 2024
	Dominik kowszynowski	nasi 12 D			TO ST T MAY 2004
	Tanit Daviy test 2	🐻 – Roskup 🐻 – osenajmunistra,			Kon Livig 200
	Seet	Nyery 2			6681 Aug 2023
	nowy test 1	eosty			1443 (Aug (65)
Utere Trac sues box () Serryeks e-Sorpczenia () Rese - poteckutznie Package Alma 0 F 4 GB					



STEP 2: After selecting the "*Advanced search*", a panel will appear allowing you to define the following search criteria:

- "Subject";
- "ID";
- "Sender";
- "Recipient";
- "Date sent";
- "Date received";
- "Labels";
- "Folders";
- "Type of proofs";
- "Date of proofs creation";
- "File size";
- "Consignments" refers to in subscription/over-subscription consignments.

e-Doręczenia			Q test	Search 🗙	0 =
Timowa assoco	Search results II Consignments Cha	ngeottele			Course a rule
AS AL TOTAL BASE ARCS: 10 TO Charge ratios (2)					1-H/H 🖕 < 3
send a consignment	 AL-FL-85538-40717-WV5AW-27	testy 03032025	ADVINCED SURCH		15:04 S Mur 2025
Q Search results		🗋 – sooyae 📑 – caaraa aasaaa	susuers fee		
🖬 Hobos — II	10000 AEPC-05536-40310 WAVSAW-22	sexs 27822025			6010 277eb 2005
🎓 Sam 👘		D- techne			
🗋 Deata 🤍	***** 	bes a polywerdowner	1000		11/21 % Non-2020
T Removed		D- tester	Receipert	<u> </u>	
	See Dominik Lowczynowski	teed teed	see 6 - 6		02.94 20 Apr 20204
	formul Dominik (pesczynowski	Test prosv41	назма о - О		928 il Mar 2024
	Sirti Dominik (zrwczystowski	8e: Test 34567	LHER	•	1530 °C 100 2020
		🗋 = tottate 🛞 - Certan-Asiny-Main, Failed,	FOLSON		
	Remained Domasile isowczywowski	Test 14587			108 O 1an 2004
	Erre Domné kowczynowski	tee U	105	Glatnie zapisasie dokumentu: Teraz	$\eta \in \mathcal{T}$ in (20)
	Bee envy test 2	surg 2			:108 Mg 2023
		D - becktor D- sustainade per	ACE @ greater @ straiter trains Mil		
(1044) (F)	liere obwy test 1	amy2	CONNEMMENTE ALL	-	5.081.5.02.2023
Contacts ·		Ben podete Ben poerandis bit	Cancel Create rule	Q. Search consignments	
EB Mass consignments	ensey leat 1	helly			H 40 1 Aug 2023
USING THE NOLESSE *		Die positie Die engeneeren			
ratingen Streame IN					

Figure 88.1: Advanced Mail Search – Step 2.

STEP 3: Below is an example in which messages with the subject "*test*" have been searched.

e-Doręczenia			Q test	Search 🗙	0 × 0 2 8
firmowa asseco	Sectional Transports Outgoins Constant Outgoins				
AE:/PL-71312-55342-ABCDE-33 Change mailton [2]					i-π/n ♀ < >
Send a consignment	Vites AEPL-85538-40717-WVSAW-27	testy 93932025	ADMANCID SEALCH		1504 3 May 2025
inbox 13	Here AEM-85538-40717-00/5AW-27	testy 27022025	0		10.00 27 Heb 2005
Deats 11	Viles AERL-85538-40717-00VSAW-27	test z potwierdzeniem	ROOP.		1271 H Harr 2024
	Seni Dominik Lowczynowski	test2 tost2	ana a . a		11.56-24 Apr 2014
	Renovel Dominik kowczynowski	Test provv/64	HEXMO 0 - 0		12.25 W Mar 2004
	Eeri - Dominik towczynowski	Rec Test 54557	LARES		11.30 IF Jan. 2004
	Renovel Dominik Łowczynowski	Test 34567	ncos	-	106 17 Jay 2024
	Sent Dominik kowczynowski	test 12		· · · ·	11.12 / J Jan 2024
	Seel	testy 2 B- codyne B- scenariace.pdf	Economic SIZE		508 (Aug 2003
- (1933)	Incomposed and the second seco	testy 2	Childrendum: All	~	50#14q 203
ED Mass consignments	liest nowy test 1	testy	Cancel Create rule Q	Search consignments	14421.5kug 2022
Sirzyinka e-boreczenia Free - przedłużenia Pecksya <1% 4 MB OF 4 CB					

Figure 88.2: Advanced consignment search – Step 3.

STEP 4: After defining the search criteria and selecting "*Search consignments*," the system will search the consignment list. The list will be limited to consignments that meet the selected search criteria.

e-Doręczenia			Q test	Search 🗙	O 🕫 🕸 💈
firmowa asseco AE /PL-71512-55142-ARDE-33 B Owngernation(2)	Sectional: Rossignment Overseter				
	□ • :				1-11/11 🤤 < >
Send a consignment	Inhox AE/PL-85538-40717-WVSAW-27	testy 03032025			1504 3 Mar 2025
 Mechanismi Mechanismi Serie Data Tempent 	Infere AE90-85538-40717-WVSAW-27	testy 27020205			1000 37 Feb 1055
	1000X ALPR-85538-40717-WVSAW-27	test z potwierdaesiem @= bodytes			112114 Nov 2024
	Sort Dominik Łowczynowski	test2 test2			13.30 34 Apr 2004
	Ramovad Dominik Lowczynowski	Test przesyłki			12.05 18 Mar 2004
	Sort V Dominik Lowczynowski	Re: Text 54567			11.30 °C Jan 2024
	Removed Dominik Lowczynowski	Test 34567			11.96 07 Jan 20204
(103.) () ID Max compares 1 ID () Max compares 1 () ID () Max compares 1 () ID Max Compares 1 ID Max Compares 1 ID Max Compares 1	Sort. Dominik Łowczynowski	test 12 C - Bodyzer			112 0 Jan 2014
	Sent nowy test 2	twaty 2 Image: market and the second secon			10.01 / Aug 2023
	Sent	testy2 D= bodytet D= scenariusas.pdf			1508 Aug 2023
	Sert nowy test 3	terry B = bodype: B = scenariosayof			14.41 to by 2005



Based on the search results, you can create rules, as described in Section 6.6. To do this, first perform a search, then use the "*Create rule*" option located on the right side above the search results.

10. Invitations and authorizations

10.1 Rules for inviting and authorizing users

It is possible to invite or authorize other Users to operate the mailbox.

NOTE

>> Inviting a user to operate a mailbox prevents later changing their role to that of an authorized user.

>> Authorizing a user to operate a mailbox prevents later changing their role to that of an invited user.

The following rules apply:

- An invited person uses the mailbox under the name or first name of the mailbox owner.
- An invited person does not need to have an account in the e-Delivery service.
- An invited person can be assigned one of the following roles:
 - "Invited user";
 - "Invited User (read-only)".
- An authorized person uses the mailbox under their own name.
- An authorized person must have an account in the e-Delivery service.
- An authorized person can be assigned one of the following access levels:
 - "Authorized administrator";
 - "Authorized administrator (read-only)";
 - "Authorized user";
 - "Authorized user (read-only".

10.1.1 Access and permissions levels: Invited and authorized users

Below are the basic access levels and associated permissions for Invited and Authorized Users:

Invited User:

- Acts with the Owner's permission, using the Owner's name, but in all evidence, personal data is replaced with the Owner's data.
- Has all permissions related to incoming/outgoing consignments and associated evidence.
- Can generate mailbox usage reports.
- Can manage contacts.
- Can manage rules.
- Can manage folders.
- Can manage labels.
- Does not have the permission to manage other roles: delete invitations, change roles, suspend/reactivate.

User invited in read-only mode:

- Acts with the Owner's permission, using the Owner's name, but in all evidence, personal data is replaced with the Owner's data.
- Has read-only access to incoming/outgoing consignments and evidence.
- Can generate mailbox usage reports.
- Cannot manage contacts.
- Cannot manage the rules.
- Cannot manage folders.
- Cannot manage labels.
- Does not have the permission to manage other roles: delete invitations, change roles, suspend/reactivate.

Authorized user:

- Acts on behalf of the Owner under their own name, which means that the authorized user's data will appear in evidence.
- Has all permissions related to incoming/outgoing consignments and associated evidence.
- Can generate reports.
- Can removed consignments.
- Can manage contacts.
- Can manage rules.
- Can manage folders.
- Can manage labels.
• Does not have the permission to manage other roles: delete invitations, change roles, suspend/reactivate.

User authorized in read-only mode:

- Acts on behalf of the Owner under their own name, which means that the authorized user's data will appear in evidence.
- Has read-only access to incoming/outgoing consignments and evidence.
- Can generate reports.
- Cannot manage contacts.
- Cannot manage the rules.
- Cannot manage folders.
- Cannot manage labels.
- Does not have the permission to manage other roles: delete invitations, change roles, suspend/reactivate.

Authorized administrator:

- Acts on behalf of the Owner under their own name, which means that the authorized user's data will appear in evidence.
- Has all permissions related to incoming/outgoing consignments and associated evidence.
- Can generate reports.
- Can removed consignments.
- Can manage contacts.
- Can manage rules.
- Can manage folders.
- Can manage labels.
- Can manage other roles within the following scope:
 - send an invitation to authorize a user for the role of authorized user (unconfirmed) and authorized read-only user (unconfirmed), as well as send an invitation for the role of invited user (unconfirmed) and invited read-only user (unconfirmed),
 - o can delete the above-mentioned invitations,
 - can change the role of users: authorized user and authorized read-only user to another among these roles,
 - can change the role of users: invited user and invited read-only user to another among these roles,
 - can suspend/reactivate the roles of authorized users and read-only authorized users as well as invited users and invited read-only users,

 cannot add additional authorized administrators or authorized read-only administrators to the mailbox on whose behalf they are acting.

Administrator authorized in read-only mode:

- Acts on behalf of the Owner, but under their own name, which means that the authorized user's data will appear in the evidence.
- Has read-only access to incoming/outgoing consignments and evidence.
- Can generate reports.
- Cannot manage contacts.
- Cannot manage the rules.
- Cannot manage folders.
- Cannot manage labels.
- Does not have the permission to manage other roles: delete invitations, change roles, suspend/reactivate.

10.2 Actions related to inviting other users

10.2.1 Inviting a user

STEP 1: To invite another User to access their mailbox, the User must go to the "*Settings*" option, then to the "*Users*" tab, and navigate to section "*Invitations and authorizations*".

To send an invitation to operate mailbox, select the "*New person*" option.

←	Set	tings							
Gene	eral	Mailbox	Users	Notifications	Folders	Labels	Rules	Tariff plan	About application
User	S								
CURREN	T USER	ACTIVE							
≗ Ac	dam I	Nowak							
Ov	vner -	adam.now	ak.ads@ma	ailinator.com					
2+ INVI	IOITATIO	NS AND AUTH	ORIZATIONS	a . 💽	+ New perso	n			
The list of invitations and authorizations is empty									
😫 USE	R (Q							
The list o	of user	s is empty							

Figure 89 Inviting a User - Step 1.

STEP 2: A form will appear allowing the User to send an invitation or grant authorization to access the mailbox.

Then define the following parameters one by one:

- Email address of the Invited User
- Role of the Invited User options:
 - o Invited user
 - Invited user (read)

Select the "*Invite*" tab, as shown in the illustration below. In the displayed window, enter the details of the User being invited.

Invite or authorize to use the mailbox

Authori	ze	Invite	
The invited permailbox own	erson will use er.	e the mailb	ox under the name or first name of the
1 Make prov	e sure that w ide the corre	hen invitin ect data of	g someone to use the mailbox, you the invited person.
E-MAIL ADDRE	SS TO WHICH	WE WILL SEN	ID THE INVITATION *
< PRIVILEGE * -			
Invited user	(read only)		~
Invite	Ca	ncel	

Figure 89.1: Inviting a User - Step 2.

STEP 3: In the "*Invitations and authorizations*" section, you can find the invitation that was sent in the previous step.

10.2.2 Acceptance of invitation by the invited user

STEP 1: An email notification will be sent to the email address of the Invited User, informing them of the invitation to operate the User's mailbox. The email will contain a password for logging into the e-Delivery system.



Zaproszenie do obsługi skrzynki

Otrzymałeś zaproszenie do obsługi skrzynki Kwalifikowanych Doręczeń Elektronicznych AE:PL-63885-12100-URBCJ-20. W celu kontynuowania wejdź na stronę <u>https://edoreczenia.certum.pl/ezd</u> i zaloguj się. Jeżeli nie posiadasz jeszcze konta, konieczne będzie jego utworzenie.

SKRZYNKA DE:DE-058885-D12100-UCREDCJ-20 Morrison of possible data and a possible in the initial and analysis and and and a possible data and a pos

Figure 82: Acceptance of Invitation – Step 1.

STEP 2: After receiving an invitation, the Invited User must log in to the system. During the first login, after entering the correct login and password, the system will require the User to set a new password.

Log in	
E-MAIL	Remember me
PASSWORD	
	<i>ب</i> ہد
Forgot password?	
Continue >	

Figure 82.1: Acceptance of Invitation – Step 2.

STEP 3: Once the new password is set, the Invited User will be given the option to accept or reject the invitation.

e-Doręczenia						
SELE	CT MAILBOX	(1)	\sim			
2	INVITATION ACTIVE					
firmowa asseco						
	CITIZEN					
	Role : Invited user [read only]					
Accept Reject						
Log in to another account						

Figure 82.2: Acceptance of Invitation – Step 3.

STEP 4: To accept the invitation and be granted appropriate permissions to the mailbox, the Invited User must select the "*Accept*" option. A confirmation prompt will appear asking the User to confirm the acceptance of the invitation.



Figure 82.3: Acceptance of Invitation – Step 4.

After selecting the "*Accept invitation*" option, the Invited User will gain access to the mailbox of the User who sent the invitation.



Figure 83: Logging into the Mailbox as an Invited User.

In this case, after selecting the mailbox in the Invited User role, the User will be redirected to the main panel of the mailbox to which they have just been granted access.

e-Doręczenia		Q Search by consignment subject			⑦ EN 🕲 88 ዿ			
Paweł Wojta AE:PL-85538-40717-WVSAII-27 Change malibox	Last synchroniza	tion: 14:34 21 May 2025			1-7/7 🤤 < >			
Inbox 7	∞ All 7 🖾 Unread 7 🔒	Read 0	ad 0					
Sant 10	Janex	test 15.01.2025 polecony z e-podpi	iem		12:21 15 Jan 2025			
	Janex	test 15.01.2025 polecony z potwier	dzeniem		12:20 15 Jan 2025			
Drafts		body.txt						
Removed 6	Janex	test 15.01.2025 polecony			12:20 15 Jan 2025			
		a w body.txt						
	Janex	polecony			13:35 14 Jan 2025			
		a w body.txt						
	Janex	polecony z e-podpis			13:35 14 Jan 2025			
	Janex	polecony z potwierdzeniem			13:34 14 Jan 2025			
		a 🚥 body.txt						
TOOLS	Pagac LLC	Test wysyłki			11:25 17 Oct 2024			
USING THE MAILBOX		a so body.txt						

Figure 84: Main Panel View of the Mailbox for the Invited User.

10.2.3 Rejection of an invitation by the Invited User

After receiving the invitation, the Invited User must log into the system, where they will have the option to accept or reject the invitation. To reject the invitation, the User must select the "*Reject*" option. A confirmation prompt will appear asking the User to confirm the rejection of the invitation. Once the rejection is confirmed, the invitation will be canceled, and access to the User's mailbox will not be granted.

10.2.4 Invitation withdrawal

Until when can an invitation be withdrawn?

This option is available until the Invited User either accepts or rejects the invitation, and no later than 10 days from the moment the invitation was sent. If the Invited User takes no action within 10 days, the invitation will be automatically canceled.

STEP 1: To withdraw an invitation, go to the "*Settings*" option and open the "*Users*" tab. In the "*Invitations and authorizations*" section, a list of authorized and invited Users will be displayed. Next to the name of each invited User, there is an option to "*Withdraw invitation*".

STEP 2: After selecting the "Withdraw invitation" option, a confirmation prompt will appear.

STEP 3: After confirmation, the invitation will be withdrawn and the User whose invitation was revoked will receive an appropriate notification via email.

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P	

Powiadomienie o odwołaniu zaproszenia

W dniu 2024.07.17 11:35:05+0000 odwołano zaproszenie o identyfikatorze f53a23a2de38-4d99-871e-4c09be5e34a5 do skrzynki AE:PL-63885-12100-URBCJ-20 dla konta AECERTUM:PL-78950-35176-PNOPL-51 i adresu email adstest53+regresja2@gmail.com.

SKRZYNKA AE:PL-63885-12100-URBCJ-20

Figure 85.2: Withdrawing an Invitation – Step 3.

STEP 4: For the User who withdrew the invitation, the invitation will disappear from the list in the "*Invitations and authorizations*" section of the "*Users*" tab under the "*Settings*" option.

10.2.5 Suspension/modification of an invitation

STEP 1: A User who granted access to an invited person may suspend or modify the invitation. Suspension results in the invited person losing access to the User's mailbox. Modification allows the change of authorizations level of the invited User. To suspend or modify an invitation, go to the "*Settings*", then to "*Users*" tab, and navigate to the "*Invitations and authorizations*" section.

STEP 2: Then, in the row corresponding to the selected invitation, click the gear icon at the end of the row. Parameters related to the invitation will be displayed.

e-Doręczenia		Q Search by consignment s	ubject			() EN (8) 88 &
Paweł Citizen AE : PL-85538-40717-WSAW-27 D Change mailbox [2]	← Settings					
Send a consignment	General Mailbox Users	Notifications Folders Lab	els Rules Tariff plan	About application		
Inbox 7	Users >					
> Sent 30	jan.novak.asee@gmail.	.com				
Drafts 15	Role Invited user (read	i only]				
Removed 6	Role					
	Status ACTIVE SUSPENDED					
	E-mail address jan.novak.asee@	gmail.com				
TOOLS		Cancel				
USING THE MAILBOX						
By using the product, you accept the Service P	Policy and the Terms of Service. Read about them in the	e <u>Repository</u>				
	Figur	e 86.1: <i>Suspens</i>	ion/modifica	tion of invitat	ion – Step 2.	

The following parameters can be changed:

- "Role" allows changing the role assigned to the invited User;
- "Status" allows suspending or reactivating the invitation.

STEP 3: After changing the invitation parameters, the "*Save Settings*" option will become active.

e-Doręczenia	Q Search	Q Search by consignment subject				(?) EN (§	88 8	
Paweł Citizen AE : PL-85538-40717-WVSAII-27 T Change mailbox (2)	← Setting	gs						
Send a consignment	General Mail	Ibox Users Notifications	Folders Labels	Rules Tariff plan	About application			
Inbox 7	Users >							
Sent 30	jan.novak.as	see@gmail.com						
Drafts 15	Role	Invited user	~					
Removed 6	Status (ACTIVE						
		SUSPENDED						
	E-mail address	jan.novak.asee@gmail.com						
TOOLS	📄 Save sett	tings Cancel						
USING THE MAILBOX								
By using the product, you accept the Service	Policy and the Terms of Service.	Read about them in the <u>Repository</u>	~ ·	1				

Figure 86.2: Suspension/modification of invitation – Step 3.

STEP 4: After selecting the "*Save settings*" the system will return to the list of invitations, where the changes will be visible.

10.3 Actions related to authorizing other users

10.3.1 Authorizing a User

STEP 1: To authorize another User to access your mailbox, go to the "*Settings*" option, then the "*Users*", and navigate to the "*Invitations and authorizations*". To grant authorization, click the "*New person*" button.

e-Doręczenia	Q Search by consignment subject	 (?) EN (®) 88 &
Jan Kowalski AE:PL-46782-39521-RLHXZ-69 💿 Change malbox	 Settings Conoral Mailbox Licor Notifications Soldary Labols Rules Tariffichan About application 	
Send a consignment	Veneral Halikok Users Rouncations Forders Lavels Rules failin plant Roodt application	
Inbox 1	Users	
Sent 3	CURRENT USER - ACTIVE	
Drafts	Jan Kowalski Owner - jan.kowalski.ads@mailinator.com	
TRemoved	INVITATIONS AND AUTHORIZATIONS Q · 2. New person The list of invitations and authorizations is empty	
TOOLS	t user Q	
USING THE MAILBOX	The list of users is empty	
By using the product, you accept the Service I	olicy and the Terms of Service. Read about them in the <u>Repository</u>	

Figure 87: Authorizing a User – Step 1.

STEP 2: A form will appear allowing you to send an invitation or grant authorization to access your mailbox. Select the "*Authorize*" tab as shown in the illustration below.

Then define the following parameters one by one:

- Email address of the User to be authorized;
- Type of identification of the User to be authorized select one of the following:
 - National Identification Number (PESEL);
 - Identity document number;
 - Login;
- Role of the User to be authorized choose one of the following:
 - Authorized administrator;
 - Authorized administrator (read-only);
 - Authorized user;
 - Authorized user (read-only);

After entering all the required data, select the "Authorize" option.

Authorize	Invite				
The authorized person	will use the n	nailbox under their own name.			
E-MAIL ADDRESS TO WHI	CH WE WILL SEM	ID THE AUTHORIZATION *			
TYPE OF IDENTIFICATION	*				
National Identification	National Identification Number (PESEL)				
NUMBER *					
Authorized user (read	only]		~		
Authorize	Cancel				
Figure 8	8.1: Autho	rizing a User – Step 2.			

Invite or authorize to use the mailbox

STEP 3: In the account of the User who granted the Authorization, information about it will appear in the "*Invitations and authorizations*" section.

10.3.2 Acceptance of the authorization by the authorized person

STEP 1: An email notification will be sent to the email address of the User being authorized, informing them of the invitation to gain access to the User's mailbox.



Figure 89: Authorization Acceptance – Step 1.

STEP 2: After clicking the link in the email, the User will be redirected to the login page of the service.

Certum	
Log in	
E-MAIL	C Remember me
PASSWORD	
	کہرد
Forgot password?	
Continue >	
© Asseco Data System	ns S.A. 2024

Figure 89.1: Authorization Acceptance – Step 2.

STEP 3: The User who is being authorized must log into the system and either accept or reject the authorization. The rejection process is described in the following subsections.

💎 e-Doręczenia	
e, conecci	
SELECT MAILBOX (2)	0
& ACTIVE	
Adam Nowak omzen	
Rote : Owner	
& AUTHORIZATION ACTIVE	
Jan Kowalski cmzen	
Role : Authorized user	
Accept	
Log in to another account	
The EU trust mark informs users that they can trust a particular online service when it comes to conducting online	te transactions in a safe and convenient manner. More about the EU trust mark

Figure 89.2: Authorization Acceptance – Step 3.

STEP 4: The authorization acceptance process consists of several steps. In this step, the User must confirm their intention to accept the authorization.

		×		
	Mailbox authorization STEP 1/3			
	You have been authorized to use the mailbox:			
	Jan Kowalski Role: Authorized user			
	You can accept or reject the authorizations.			
	Reject the authorization	Continue to accept		
🔒 The EU trust mark informs users that they can t	ust a particular online service when it comes to condu	ucting online transactions in a safe and o	convenient manner. More about the EU trust mark	

Figure 89.3: Authorization Acceptance – Step 4.

🕸 English 👻

STEP 5: In the next step, the Authorized User must choose which data they wish to use when accessing the mailbox and which email address should receive service-related notifications.



Figure 89.4: Authorization Acceptance – Step 5.

STEP 6: At this stage, the Authorized User will receive a verification code that must be entered as part of the authorization acceptance process. An example of the e-mail with the code is shown below:



Figure 89.5: Authorization Acceptance – Step 6.

STEP 7: In the modal window that appears on the website, the User must enter the verification code received via email. After entering the code, they must check the "*I accept the Terms and Conditions*" checkbox. Once this is done, the code input field will be highlighted in green and the "*Accept authorization*" option will be unlocked. To gain access to the mailbox as an authorized person, the User must accept the terms and conditions and select the "*Accept authorization*".

		$\mathcal{B}_{\rm A}$ (region \sim
	C Wróć	- Contract (1997)
	Enter the code STEP 3/3 We have sent the verification code to adam novalk adsignalinator.com Enter	r
	below: 08808080 🕑 D	
	I accept The Terms and Conditions 18	
	Accept authorization	
The EU trust mark informs users that they can	trust a particular online service when it comes to conducting online transactions in a saf	e and convenient manner. More about the EU trust mark

Figure 89.6: Authorization Acceptance – Step 7.

STEP 8: At this point, the Authorized User can log into the mailbox they have been granted access to.

			×A	English
	e-Doręczenia			
SEL	ECT MAILBOX (2)	↔		
8	ACTIVE Adam Nowak GITIZEN Role : Owner			
â	ACTIVE Jan Kowalski critizen Role : Authorized user			
	Log in to another account			
The EU trust mark informs users that they can trust a particular online sen	vice when it comes to conducting online	transactions in a safe and convenient manner. More about the EU trust mark		

Figure 89.7: Authorization Acceptance – Step 8.

STEP 9: Meanwhile, in the account of the User who sent the invitation, under the "*Settings*" option in the "*Users*" tab and in the "*Invitations and authorizations*" section, a new entry will

۵

appear confirming that the authorization has been granted. The authorized person will be marked as an Authorized Administrator in this case.

e-Doręczenia	Q Search by consignment subject	() EN (8) 88 A
Jan Kowalski AE:PL-46782-39521-RLHXZ-69 Change malbox [2]	← Settings	
Send a consignment		
Sent 3	CURRENTUSER · ACTIVE	
Drafts Removed	Authorized user · adam.nowak.ads@mailinator.com	
	2+ INVITATIONS AND AUTHORIZATIONS Q · · · · · · · · · · · · · · · · · ·	
	왌 USER Q	
TOOLS (*)	Jan Kowalski Owner ACTIVE jankowalski.ads@mailinator.com o	
By using the product, you accept the Service P	e Reley and the Teams of Service. Read about them in the <u>Reporting</u>	
	Figure 89.8: Authorization Acceptance – Step 9.	

10.3.3 Rejection of authorization by the authorized person

STEP 1: After receiving the authorization invitation, the Authorized User must log into the system, where they will be given the option to accept or reject the authorization. To reject the authorization, the User must select the "*Reject*" option. A confirmation prompt will appear asking the User to confirm the rejection of the authorization. Once the rejection is confirmed, the invitation will be canceled, and access to the User's mailbox will not be granted. An email notification will be sent to the email address of the User being authorized, informing them of the invitation to gain access to the User's mailbox.



Figure 90 Rejection of Authorization – Step 1.

STEP 2: After clicking the link in the email, the User will be redirected to the login page of the service.

Certum	
Log in	
E-MAIL	Remember me
PASSWORD	
	× ₂₄ 4
Forgot password?	
Continue >	
© Asseco Data Sys	stems S.A. 2024

Figure 90.1: Rejection of Authorization – Step 2.

STEP 3: A window will appear allowing the User to reject the authorization.



Figure 90.2: Rejection of Authorization – Step 3.

STEP 4: The User being authorized must then log into the system and reject the authorization. To do this, they must select the "*Reject authorization*" option.

		×		
	Mailbox authorization STEP 1/3			
	You have been authorized to use the mailbox:			
	Jan Kowalski Role: Authorized user			
	You can accept or reject the authorizations.			
	Reject the authorization	Continue to accept		
The EU trust mark informs users that they can	trust a particular online service when it comes to condu	ucting online transactions in a safe and	convenient manner. More about the EU trust mark	

Figure 90.3: Rejection of Authorization – Step 4.

10.3.4 Withdrawal of authorization

Until when can authorization be withdrawn?

This option is available until the User being authorized either accepts or rejects the authorization. If the authorizing User wishes to withdraw the authorization, they have 10 days from the time it was sent to do so. If no action is taken by the User being authorized within 10 days, the authorization will be automatically canceled.

STEP 1: To withdraw authorization, go to the "*Settings*" option to, then the "*Users*" tab. In the "Invitations and authorizations" section, a list of authorized and invited Users will be displayed. In the "*Invitations and authorization*" section, the "*Withdraw authorization*" option will appear next to the name of each authorized user.

STEP 2: After selecting the "*Withdraw authorization*" option, a confirmation prompt will appear.

STEP 3: Once confirmed, the authorization will be withdrawn and the User whose authorization was revoked will receive an appropriate email notification.

Powiadomienie o odwołaniu zaproszenia
W dniu 2024.06.13 07:02:48+0000 odwołano zaproszenie o identyfikatorze 560c35da- 719a-4b28-8e33-174b2e23cdf3 do skrzynki AE:PL-63885-12100-URBCJ-20 dla konta AECERTUM:PL-62800-88971-PNOPL-49 i adresu email adstest53+regresja8@gmail.com.
SKRZYNKA AE:PL-63885-12100-URBCJ-20
Figure 91.2: Withdrawal of Authorization – Step 3.

10.3.5 Suspension/modification of authorization

STEP 1: A User who has granted authorization to another person may suspend or modify that authorization. Suspension results in the authorized person losing access to the User's mailbox. Modification allows changing the permission level of the Authorized User. To suspend or modify an authorization, go to the "*Settings*" options, then to the "*Users*" tab and navigate to the "*Invitations and Authorizations*" section.

STEP 2: Next, in the row corresponding to the selected authorization, click the gear icon located at the end of the row – the parameters associated with the granted authorization will be displayed.

The following parameters can be changed:

- "Role" allows changing the role assigned to the Authorized User;
- "Status" allows suspending or reactivating the authorization.

STEP 3: After changing the authorization parameters, the "*Save settings*" option will become active.

STEP 4: After selecting the "*Save settings*" option, the system will return to the list of authorizations, where the changes will be visible.

11 Reports

In Certum e-Delivery system, it is possible to generate usage reports for the mailbox. To do this, go to the "*Settings*" section, select the "*Mailbox*" tab, then click the "*Mailbox actions*" button and choose the "*Mailbox usage report*" option.

Reports are divided into:

- Detailed monthly report
- Summary monthly report
- Audit log

e-Doręczenia	Q Search by consignment subject ····	() EN (8) 58 S
Paweł Citizen AE :PL-85538-40717-WVSAW-27 Change mailbox (2)	← Settings	
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About application	
Inbox 7	Mailbox	Mailbox actions :
> Sent 30	CURRENT MAILBOX - ACTIVE	Switch mailbox
Drafts 15	& Paweł Citizen	Rename mailbox
Removed 6	AE:PL-85538-40717-WVSAW-27 0	Enable correspondence with public institutions
		Mailbox usage report
	O Purchase history	Purchase a new mailbox 😢
	MAILBOX USAGE:	Close mailbox
TADIS	Current parameters are not enough? Change subscription	



11.1 Detailed monthly report

The detailed monthly report includes the following information:

- Report name
- Report generation date
- Identifier of the person who generated the report
- ADE address of the mailbox covered by the report
- Month covered by the report
- Balance sections:
 - Number of messages available at the beginning of the report period
 - Number of messages available at the end of the report period
 - Consignments sent to non-public entities:

Chronological list with the following information:

- Time of event
- ADE address of the recipient
- Mail ID
- Consignments sent to public entities

Chronological list with the following information:

- Time of event
- ADE address of the recipient
- Mail ID
- Sending errors to non-public entities:

Chronological list with the following information:

- Time of event
- ADE address of the recipient
- Consignments ID
- Sending errors to public entities:

Chronological list with the following information:

- Time of event
- ADE address of the recipient
- Consignments ID
- Consignments received

- Chronological list with the following information:
- Time of event
- ADE address of the sender
- Consignments ID
- o "Top-ups"
 - For each event, the following information is displayed:
 - Time of event
 - Event name
 - Top-up volume (number of mails)
- "Activations, changes, and subscription renewals".

For each event, the following information is displayed:

- Time of event
- Event name ("subscription activation" OR "subscription renewal/change")
- Number of consignments at the time of the event

Report generation process includes a few simple steps:

- 1. Selecting the report type: summary,
- 2. Setting the month for which the report will be generated,
- 3. Selecting the export format. Available formats: pdf and csv.
- 4. Click the "Generate report " button,
- 5. save the report.





11.2 Summary monthly report

The summary monthly report includes:

- Report name
- Report generation date
- Identifier of the person who generated the report
- ADE address of the mailbox covered by the report
- Month covered by the report
- Balance sections:
 - Number of messages available at the beginning of the report period,
 - Number of messages available at the end of the report period,
 - Number of messages sent to non-public institutions,
 - Number of messages sent to public institutions,
 - Number of messages received.

Report generation process includes a few simple steps:

- 1. Selecting the report type: summary,
- 2. Setting the month for which the report will be generated,
- 3. Selecting the export format. Available formats: pdf and csv.
- 4. Click the "Generate report " button,
- 5. save the report.





11.3 Audit log

The audit log report includes:

- Timestamp
- Event name

Report generation process includes a few simple steps:

- 1. Selecting the report type: summary,
- 2. Setting the month for which the report will be generated,
- 3. Selecting the export format. Only one format is available: json
- 4. Click the "Generate report " button,
- 5. save the report.

e-Doręczenia		Q Search by con	signment subject		 () EN (6) 55 &
Paweł Citizen AE :PL-85538-49717-WVSAW-27 Change mailbox [2]	← Settings	Notifications Fr	Generate mont	hly mailbox usage report	
Send a consignment	Mailbox		Report type	Detailed Detailed summary of malibox usage Summary	Mailbox actions :
Sent 30 Drafts 15	CURRENT MAILBOX · ACTIVE			Audit log List of melibox operations	
Removed 6	AE:PL-85538-40717-WVSAW-2	7 💿	Month	May 2025	
	© Purchase history		Ext.	ISON	
	MAILBOX USAGE:			Cancel Generate report	
TOOLS	Current parameters are not enough	h? Change subscrip	tion	_	
USING THE MAILBOX	Purchase history	• Repository			

Figure 95: "Mailbox Usage Report – Audit Log".

12. Correspondence with other institutions

Enabling correspondence with other institutions is located in the "*Settings*" section, under the "*Mailbox*" tab.

Then, click the "*Mailbox actions*" button and select the "*Enable correspondence with public institutions*" option.

A window will appear where you can choose one of the following options:

- **CONSENT** to correspondence with public institutions.
- WITHDRAW CONSENT to correspondence with public institutions.

ATTENTION!

Changes to correspondence settings with other institutions may not take effect immediately

e-Doręczenia	Q Search by consignment subject	 ⑦ EN 🕲 88
dam Nowak :PL-28449-25883-R0JHF-89 D ange malbox	← Settings	
Send a consignment	General Mailbox Users Notifications Folders Labels Rules Tariff plan About application	
Inbox	Mailbox	Mailbox actions +
Sent	CURRENT MAILBOX - ACTIVE	Rename mallbox
Drafts	& Adam Nowak	Enable correspondence with public institutions
Removed	AE:PL-28449-25883-R0JHF-89 🔮	Suspend mailbox Mailbox usage report
	SUBSCRIPTION PLAN	Purchase a new mailbox 😢
	✓ Premium	Close mailbox
	Skrzynka e-Doręczenia Premium	
	SINCE: 2025-05-12 06333-14 (2025-05-12 10337-14 6MT+02200) UNTIL: 2028-05-11 22200300 (2028-05-12 00.00.00 6MT+02:00)	
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Figure 96: "Enable correspondence with public institutions" – Step 1.



Figure 97: "Enable correspondence with public institutions" – Step 2..